

**Processing of Terminal Leave Benefits**

Office or Division:	Human Resource Non-Teaching Unit	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	DepEd SDO, QC employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Transmittal (2 copies)	HR Non-Teaching Unit	
2. Letter request (1 original)	Concerned Retiree	
3. Service Record (1 original)		
4. GSIS Retirement Voucher (1 original)		
5. GSIS Retirement Clearance (1 photocopy)		
6. Latest Notice of Salary Adjustment (NOSA) (1 original)	HR Non-Teaching Unit	
7. List of Terminal Leave (3 copies)		
8. Statement of Vacation and Sick Leave Credits (3 copies)		
9. List of actual retirees to be paid (3 copies)		
10. Certification of Accumulated Leave Credits by the Division Personnel Officer (3 originals)	School/SDO	
11. Certified Copies of Leave Cards (1 original)		
For deceased employee:		
1. Death Certificate (1 photocopy)	PSA	
2. PSA Marriage Certificate (1 photocopy)	Spouse	
3. Survivorship, If applicable (1 photocopy)		
4. Special Power of Attorney (1 original & 2 photocopies)		
5. PSA Birth Certificate of Children, if employee has no living spouse (1 photocopy)	PSA	



CITIZEN'S CHARTER

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section Staff
	1.2. Check the document as to completeness	None	10 minutes	Record Section Staff
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	Record Section Staff
	1.4. Review the submitted complete document and inform the concerned person if the requirements are incomplete and provide appropriate action	None	3 days – 1 week depending on the length of service	HR Non-Teaching Unit Staff
	1.5. Forward to the Accounting Section for Approval	None	20 minutes	HR Non-Teaching Unit Staff
	1.6. Forward to the Administrative Services for Approval	None	20 minutes	Accounting Section Staff
	1.7. Forward to the ASDS for Approval	None	20 minutes	Administrative Section Staff
	1.8. Forward to the SDS for Approval	None	20 minutes	ASDS Office Staff
	1.9. Forward the approved terminal leave to the Records Section for release to DepED-NCR	None	15 minutes	SDS Office Staff
TOTAL		None	1 week, 3 hours, & 55 minutes / 3 day, 3 hours, 55 minutes	