



2. Application for Retirement/Survivorship/Disability Benefit

Processing of Retirement/Survivorship/Disability Benefit for DepEd Personnel Reaching the Age of 65 and Above. This is also the process which covers the steps on the preparation of indorsement to Government Service Insurance System (GSIS) for DepEd employees who intend to apply for optional or mandatory retirement. It may also include the application for Resignation/Separation, Disability and Survivorship Benefits Claim.

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	Retirees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1st Indorsement from SDO (1 Copy)	DepEd Schools Division Office
1. Duly-Accomplished GSIS Application Form for Retirement/ Separation (1 Copy)	
2. Letter of Intent to retire approved by the SDS/RO/Division Clearance (1 Copy)	
3. Updated Service Record (1 Original Copy)	
4. CSC prescribed clearance template from School/District/Division/Region (2 Original Copies)	
5. Certificate of Last Payment (2 Original Copies)	
6. Clearance from Money Accountability or Overpayment of Salary (1 Original Copy)	
7. Certificate of no pending administrative case (SDO) (1 Original Copy)	Office of the Ombudsman
8. Ombudsman Clearance – <i>date of issuance must not later than 6 mos.</i> (1 Original & 1 Photocopy)	
9. SALN (1 Original Copy)	Client
10. In case of deceased retiree, the legal heir/beneficiaries must submit the following (Authenticated Copy): <ul style="list-style-type: none"> ● PSA Death Certificate ● PSA Marriage Certificate ● PSA Birth Certificate of children ● Judicial or Extra Judicial Settlement of Estate (duly notarized): 	
11. In case of Disability Benefit: <ul style="list-style-type: none"> ● Doctor's Certificate 	



12. Endorsement from the Regional Office (1 Original Copy)		DepEd Regional Office		
13. 2nd Endorsement with enclosed complete required documents for GSIS Application for Retirement (1 Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required complete documents	1.1. Receive complete documents	None	15 minutes	ASD/ Personnel
	1.2. Review and check the requirements needed for retirement/separation from the Government Service	None		
	1.3. Prepare 2nd endorsement intended to the GSIS	None	5 minutes	ASD/ Personnel
	1.4. Approve/Sign prepared endorsement by the authorized representative of the Regional Director	None	5 minutes	ASD Chief and/or the authorized signatory of the GSIS
	1.5. Release the duly signed 2nd Endorsement intended for GSIS	None	5 minutes	ASD- Personnel/ Records
TOTAL:		None	30 minutes	