



3. Issuance of Certificate of Last Payment (CLP)

This process is the issuance of clearance from money accountability and/or overpayment of salary to employees who separate from the service through retirement, resignation, transfer, or death to ensure that the subject employee is cleared of money accountability or with overpayment of salary. This may also be requested by active teaching/ non-teaching personnel under Regional Payroll Service (RPS) payroll for Transfer of Assignment/Station; in this case, the CLP indicates that personnel who availed this shall be deleted in the RPS.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Retirees, Transferees, Resigned Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement of the Schools Division Superintendent (1 Original Copy)		DepEd Schools Division Office		
2. Copy of the Latest Payslip (1 Original Copy)				
3. Clearance template from the SDO/School (2 Original Copies)				
4. Updated Service Record (1 Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Records Section	1.1 Receive complete documents and forward to the Personnel Section	None	10 minutes	ADAS/ Records Section Staff
	1.2 Evaluate the submitted documents: a. with salary overpayment – issue Payment Order Form b. without overpayment – process to step 3.1	None	20 minutes	Payroll Receiving
2. Proceed to the Cashier Section for payment	2.1 Receive payment and issue an official receipt (OR)	None	10 minutes	Cashier Personnel
3. Submit OR to the Personnel Section	3.1 Prepare CLP	None	10 minutes	Payroll Personnel
	3.2 Review and initial the CLP	None	10 minutes	AO V/SAO
	3.3 Approve/sign the CLP	None	20 minutes	AOV/SAO/ CAO
4. Receive the signed clearance	4.1 Release the signed CLP	None	10 minutes	ADAS/ Records Unit
TOTAL:		None	1 hour, 30 minutes	