



### 8. Processing of Terminal Leave Benefits

This process covers the steps on the preparation of indorsement to be transmitted to the Department of Budget and Management (DBM) for request of funding (SARO and NCA) to DepEd Non-teaching and Teaching-related personnel who apply for monetization of leave credits and terminal leave benefits claim from the Schools Division Offices (SDOs).

<b>Office or Division:</b>	Personnel Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government (G2G)
<b>Who may avail:</b>	DepEd Personnel (Teaching, Non-Teaching, Related-Teaching) Permanent & Coterminous Appointments
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement of the Schools Division Superintendent (1 Copy)	DepEd Schools Division Office/ DepEd Regional Office
2. GSIS Application for Retirement (1 Copy)	
3. Letter of Intent to retire approved by the SDS/RO/Division Clearance (1 Copy)	
4. Updated Service Record (1 Original Copy)	
5. Certification of Sick and Vacation Leave Credits (1 Original Copy)	
6. GSIS Clearance (1 Original Copy)	
7. NOSI/NOSA (1 Copy)	
8. Employees leave card (1 Original and CTC)	
9. Terminal Leave computation (1 Copy)	
10. Latest Appointment (1 Original and CTC)	
11. CSC prescribed clearance template from School/District/Division/Region (2 Original Copies)	
12. Certificate of Last Payment (2 Original Copies)	
13. Certificate of no pending administrative case (SDO) (2 Original Copies)	
14. In case of deceased retiree, the legal heir/beneficiaries must submit the following (1 Authenticated Copy):	

<ul style="list-style-type: none"> <li>• PSA Death Certificate</li> <li>• PSA Marriage Certificate</li> <li>• PSA Birth Certificate of children</li> <li>• Judicial or Extra Judicial Settlement of Estate (duly notarized)</li> </ul>				
15. Certificate of Last day of Service				
16. Endorsement from the Regional Office (1 Copy)		DepEd Regional Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required complete documents	1.1. Receive the complete documents	None	1 hour	ASD/Personnel
	1.2. Review the submitted documents	None		
	1.3. Compute/ Assess the requirements needed for terminal leave benefits	None		
	1.4. Prepare Memo, certification of highest salary received and terminal leave computation to Finance Division for payment	None	15 minutes	ASD/Personnel
	1.5. Forward to Finance Division the necessary documents	None	2 minutes	ASD/Personnel
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 17 minutes</b>	