



**Republic of the Philippines**  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE OF CAPIZ**

**Processing of Terminal Leave Benefits**

Processing of Terminal Leave Benefits based on the accumulated leave credits of a DepEd personnel during his/her service in the agency. This benefit is for those employees who have availed retirement/ resigned/ separated and should have payment for their remaining leave balances.

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DepEd employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request (3 original copies)			Concerned Retiree	
2. Approved Application letter for Retirement (3 photocopies)			Concerned Retiree	
3. Service Record (3 original copies)			Personnel Section	
4. Latest Notice of Salary Adjustment (NOSA)- (3 original copies)			Personnel Section	
5. Certified Copies of Leave Ledger Cards- (3 copies)			Personnel Section	
6. Marriage Certificate (for married women) – (3 copies)			Concerned Retiree	
7. Form 6 ( 3 original copies)			Personnel Section	
<b>For deceased employee:</b>				
1. Death certificate (3 photocopies)			Municipal Registrar	
2. Marriage Certificate (3 photocopies)			PSA	
3. Survivorship (If applicable) ( 3 photocopies)			Spouse	
4. Extra Judicial Settlement of State (3 copies)			Attorney	
1. Letter request (3 original copies)			Concerned Retiree	
2. Approved Application letter for Retirement (3 photocopies)			Concerned Retiree	
3. Service Record (3 original copies)			Personnel Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all documentary requirements within the prescribed timeline from the concerned office	1. Receive the complete documents	None	10 minutes	Personnel Section - Person in charge
	1.1. Check the documents as to completeness			Personnel Section - Person in charge
	1.2. Review the submitted complete documents and compute the Terminal Leave Claim	None	2 hours	Personnel Section – Person in charge
	1.3 Forward the request to the budget office for preparation of other needed documents	None	20 minutes	Personnel Section – Person in charge
	1.4 Prepare Certificate of No Availability of Fund, BED 3, and Request Letter to DBM	None	10 minutes	Budget Staff
	1.5 Forward to SDS for approval	None	5 minutes	Budget Staff
	1.6. Receive the Approved request	None	5 minutes	Personnel Section – Person in charge
	2. Release the approved request	None	10 minutes	Records Section - Person in charge
<b>TOTAL:</b>		<b>None</b>	<b>3 hours</b>	