



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

May 12, 2023

DIVISION MEMORANDUM

No. 214, s. 2023

**PROCESS FLOW AND REQUIREMENTS FOR RETIREMENT AND
SURVIVORSHIP BENEFIT CLAIMS**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned
1. In order to expedite the processing of retirement/survivorship benefit claims, this office disseminates to the field the attached Process Flow (*Enclosure No.1*).
 2. Also included as *Enclosure No. 2 and No. 3* are the list of Requirements for Retirement and Survivorship benefit claims, respectively, indicating the person or Offices responsible for the preparation/issuance of the said requirements.
 3. Immediate dissemination of this Memorandum is desired.

may

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

PERSONNEL

PROCESS

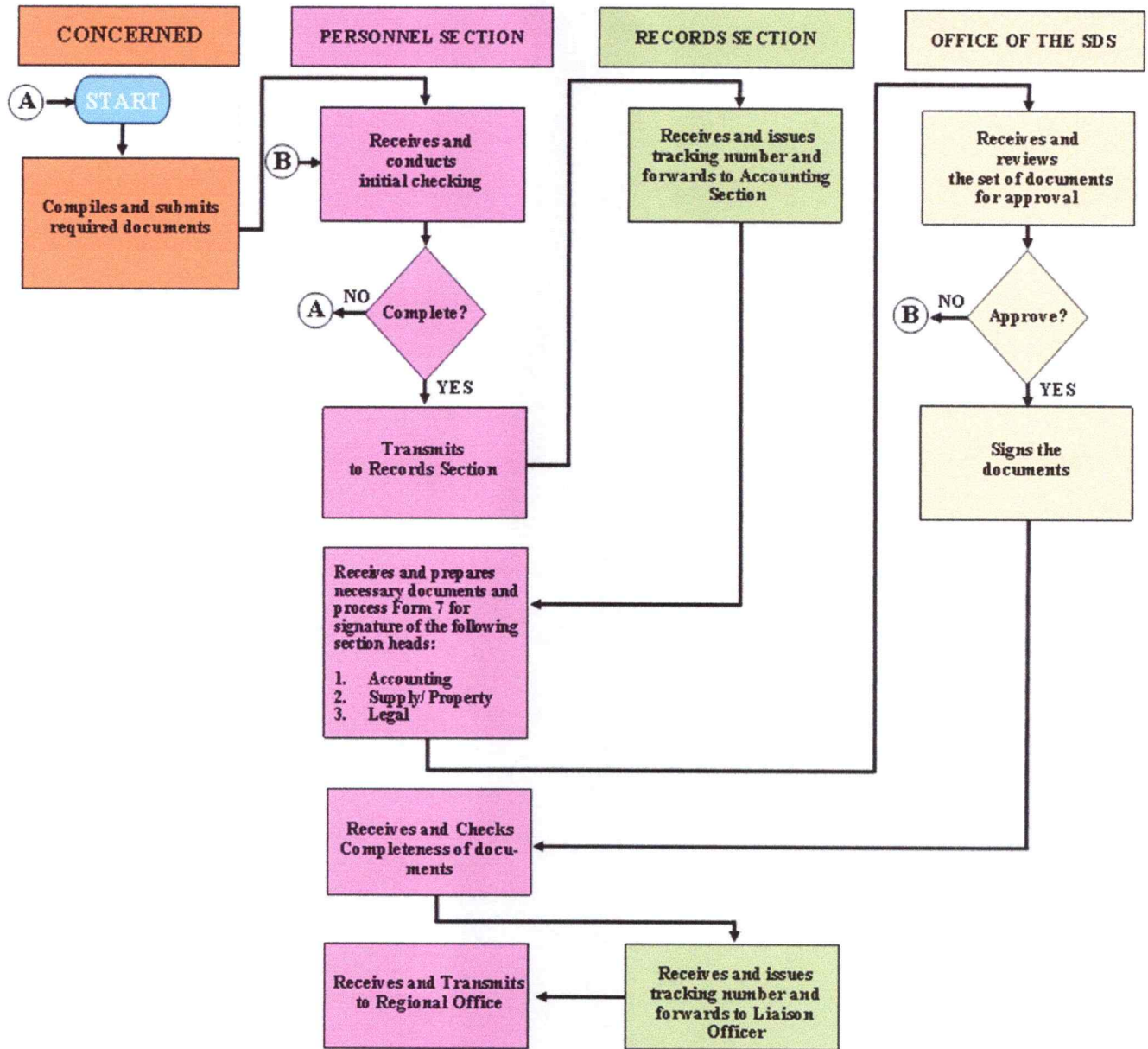
RETIREMENT



Address: Banica, Roxas City
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osds/admin

Process Flow for Retirement and Survivorship Claims



List of Requirements for Retirement Benefit Claim

Requirements (in 3 copies):		Person or Office Responsible		
		Claimant	School/ District	Division Office
1.	Application for Retirement (GSIS latest prescribed form)	✓		
2.	Letter of intent to retire/ resign	✓		
3.	Updated Service Records		✓	
4.	Municipal Judge/ Fiscal Clearance	✓		
5.	All Appointments	✓		
6.	Statement of Assets, Liabilities and Net Worth (SALN)	✓		
7.	Letter request for Regional Provident, Legal & CLP Clearance	✓	✓	
8.	Letter Request of Physical Inventory (for School Head only)	✓		
9.	Latest Payslip	✓		
10.	Provident Clearance (Division)			✓
11.	School and District Clearance for Elementary/ School Clearance for Secondary		✓	
12.	Division Clearance (CS Form 7)		✓	
13.	Certification of no pending administrative case			✓
14.	Certification that applicant has filed his/her SALN pursuant to RA 6713			✓
15.	Certification of Leave of Absences with or without pay (LAWOP)			✓
16.	Certification of the HRMO pursuant to CSC Resolution No. 1302242 dated October 1, 2013 for verification of pendency of case (s)			✓
17.	Declaration of Pendency/ Non Pendency of Case(s)		✓	
18.	GSIS clearance, if application for retirement is under RA 1616			✓
19.	Indorsement from Division Office			✓

List of Requirements for Survivorship Benefit Claim

Requirements (in 3 copies):		Person or Office Responsible		
		Claimant	School/ District	Division Office
1.	PSA Death Certificate	✓		
2.	PSA Marriage Contract	✓		
3.	PSA Certificate of Live Birth of Beneficiary (if single)	✓		
4.	Ombudsman Clearance	✓		
5.	Civil Service Clearance (from CSC)	✓		
6.	Updated Service Records		✓	
7.	Municipal Judge/ Fiscal Clearance	✓		
8.	All Appointments	✓		
9.	Statement of Assets, Liabilities and Net Worth (SALN)	✓		
10.	Letter request for Regional Provident, Legal & CLP Clearance	✓	✓	
11.	Latest Payslip	✓		
12.	Provident Clearance (Division)			✓
13.	School and District Clearance for Elementary/ School Clearance for Secondary		✓	
14.	Division Clearance (CS Form 7)		✓	
15.	GSIS Application for Survivorship	✓		
16.	Certification of no pending administrative case			✓
17.	Certification that applicant has filed his/her SALN pursuant to RA 6713			✓
18.	Certification of Leave of Absences with or without pay (LAWOP)			✓
19.	Certification of the HRMO pursuant to CSC Resolution No. 1302242 dated October 1, 2013 for verification of pendency of case (s)			✓
20.	Indorsement from Division Office			✓