

COA Regional Office No. IV-B (MIMAROPA)
Commonwealth Avenue, Quezon City

PROCESSING OF RETIREMENT

SUPPORTING DOCUMENTS

	FOR RETIREMENT UNDER RA 8291 (GSIS Form)		FOR RETIREMENT UNDER RA 1616 (COA Form)
1)	Letter of Intent to Retire (for optional retiree)	1)	Letter of Intent to Retire (for optional retiree)
2)	Application for Retirement Form (RA 8291)	2)	Application for Retirement Form (RA 1616)
3)	COA Central Office Clearance	3)	COA Central Office Clearance
4)	Regional Office Clearance	4)	Regional Office Clearance
5)	Agency Clearance (if assigned in agency/unit)	5)	Agency Clearance (if assigned in agency/unit)
6)	Affidavit of No Pending Criminal Investigation or Prosecution (RA 3019)	6)	Affidavit of No Pending Criminal Investigation or Prosecution (RA 3019)
7)	Affidavit of Undertaking for Terminal Leave claims	7)	Affidavit of Undertaking for Terminal Leave claims
8)	Declaration of Pendency/Non-Pendency of Case	8)	GSIS Clearance
9)	Application for Terminal Leave Pay	9)	Ombudsman Clearance
10)	Statement of Assets, Liabilities, and Net Worth	10)	Declaration of Pendency/Non-Pendency of Case
11)	Service Record (Certified as to Leave Without Pay by HRWS)	11)	Application for Terminal Leave Pay
12)	LBP Savings Account Number (for Payment of Terminal Leave)	12)	Statement of Assets, Liabilities, and Net Worth
		13)	Service Record (Certified as to Leave Without Pay by HRWS)
		14)	LBP Savings Account Number (for Payment of Terminal Leave)
		15)	Authorization to deduct outstanding loan (if any) from Retirement Gratuity
		16)	Application for Refund of Premium Payments with GSIS (for RA 1616 mode)

PROCEDURE:

No.	Service Activity	Person Responsible	Timeline
1)	Receive and review as to the completeness of the documentary requirements to support the Application for Retirement	Leave-in-Charge	Within 30 minutes
2)	Review Leave Card as to Sick Leave and Vacation Leave balances	Leave-in-Charge; Leave Supervisor	Within 30 minutes
3)	Attached photocopies of the applicant's leave cards	Leave-in-Charge	Within 10 minutes
4)	Prepare and send Notice of Deletion to the Accounting Office	Leave-in-Charge; Leave Supervisor	Within 20 minutes
5)	Process the Regional Clearance -Property Section -Accounting Section -Cash Section -Recommending approval of Regional Supervising Auditor	Leave-in-Charge; Leave Supervisor; Property Officer; Accountant; Cashier; Regional Director	Within three (3) days
6)	Settle all money and property accountabilities, if any		
7)	Prepare transmittal memorandum for the Human Resource Management Office for signature of the Regional Director	Leave-in-Charge; Leave Supervisor; Service Chief, Administration, Training and Finance Services; Regional Director	Within 30 minutes
END OF TRANSACTION			