

Republic of the Philippines
_____) S.S.

**AFFIDAVIT OF UNDERTAKING FOR TERMINAL LEAVE
(Survivorship)**

I, _____, of legal age, Filipino, single/married/
widow/widower and a resident of _____,
after having been duly sworn to in accordance with law, hereby voluntarily depose and say:

1. That I am the _____ of the late _____ who was
an employee of the Commission on Audit (COA) until his/her death on _____;
2. That I am applying for Terminal Leave on his/her behalf effective
_____;
3. That pre-audit of financial transaction of national government agencies, among others,
has been lifted per COA Circular 2011-002 dated July 22, 2011;
4. That should it appear in post-audit that there was overpayment in the money value of
his/her terminal leave benefits, I am willing to make refund of any excess amount
thereon;
5. That on the other hand, it will appear in post-audit that he/she was underpaid in his/her
terminal leave benefits, it is understood that the Commission on Audit shall likewise pay
him/her the difference of the amount corresponding to the underpayment; and
6. That I am executing this affidavit to attest to all above facts.

IN WITNESS HEREOF, I have hereunto signed my name below this ____ day of
_____, _____ at _____.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____,
_____ in _____, affiant exhibited to me his/her Residence
Certificate No. _____ issued on _____ at
_____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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