

Republic of the Philippines
_____) S.S.

**AFFIDAVIT OF UNDERTAKING FOR TERMINAL LEAVE
(Retirement/Resignation)**

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

1. That I am presently employed in the Commission on Audit and due for compulsory/optional retirement/resignation on _____;
2. That I have applied for Terminal Leave effective _____;
3. That pre-audit of financial transactions 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 my terminal leave, I am willing to refund of any excess amount thereon;
5. That on the other hand, if it will appear in post-audit that I was underpaid in my terminal leave benefits, it is understood that the Commission on Audit shall pay me the difference of the amount corresponding to the underpayment; and
6. That I am executing this affidavit to attest to the truth to all the above facts.

IN WITNESS HEREOF, I have hereunto signed my name below this ____ day of _____, 20____ at _____.

(Affiant)

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 20____, affiant exhibited to me his Government Issued ID _____ with No. _____ issued at _____ on _____.

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

NOTARY PUBLIC