

# CHECKLIST

## (RA 1616)

Letter of intention to retire  
(for optional retirement)

Exit Survey Form (for optional retirement)

### GSIS Form:

Application for RA 1616(COA form)

Application for Refund of Premium  
(GSIS Form)

### Clearance:

COA Central Office clearance

Agency clearance

Regional Office Clearance

Ombudsman clearance

### Affidavit:

RA 3019 or Anti-Graft and Corrupt Practices/Pendency/Non-Pendency of Case

Undertaking for Terminal Leave

### Others:

Statement of Assets and Liabilities as of the  
year immediately preceding retirement and Exit SALN as of the last day of service

Application for Terminal Leave

Authorization to Deduct (for loan purposes/COA bill)

LBP Savings Account No.  
(for crediting of Terminal Leave Benefits)

Request for Issuance of Certificate of No Pending Administrative Case (For Internal Affairs Office)

**NOTE: please accomplish in two (2) copies each form**