

CHECKLIST

(RA 1616)

- Letter of intention to retire
(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
- Undertaking for Terminal Leave
- Pendency/Non-Pendency of Case

Others:

- Statement of Assets and Liabilities (preceding/
current year whichever is applicable)
- Application for Terminal Leave
- Authorization to Deduct (for loan purposes)
- LBP Savings Account No.
(for crediting of Terminal Leave Benefits)
- Request for Issuance of Certificate of No Pending Administrative Case (For Internal Affairs Office)