

CHECKLIST

(RESIGNATION)

Resignation letter endorsed by the Director

Clearance:

COA Central Office clearance

Agency clearance

Regional Office Clearance

Ombudsman clearance

Affidavit:

Undertaking for Terminal Leave

Pendency/Non-pendency of Administrative/
Criminal Case

Statement of Assets and Liabilities as of the year
immediately preceding retirement

Application for Terminal Leave

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

RA 3019 or Anti-Graft and Corrupt Practices

Exit Survey/ Interview Form