

CHECKLIST

(RETIREMENT)

Letter of intention to retire
(for optional retirement)

GSIS Form:

Application for Retirement (GSIS Form)

Application for Life Insurance Benefit
(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 Administrative/Criminal Case

Others:

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

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)