

CHECKLIST

(RETIREMENT)

Letter of intention to retire (*for optional retirement*)

Exit Survey Form (*for optional retirement*)

GSIS Form:

Application for Retirement/Separation/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/ Pendency/Non-pendency of Administrative/Criminal 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