

# CHECKLIST

## (SURVIVORSHIP)

### GSIS Form:

- Application for Survivorship (GSIS Form)
- Application for Life Insurance Benefit (GSIS Form)

### Clearance:

- COA Central Office clearance
- Agency clearance
- Regional Office Clearance
- Ombudsman clearance

### Affidavit for Deceased:

- Affidavit of Surviving Legal Heirs/Surviving Spouse/Guardian of Minor or Dependent Children (GSIS Form; with photocopy of 2 valid IDs of the two witnesses)
- Affidavit of 2 Disinterested Person (with photocopy of 2 valid IDs of the 2 Disinterested Person)
- RA 3019 or Anti-Graft and Corrupt Practices/ Pendency/Non-Pendency of Case
- Undertaking for Terminal Leave

### Others:

- Statement of Assets and Liabilities (last filed of the deceased employee)
- 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)
- Death Certificate (NSO authenticated)
- Marriage Contract (NSO authenticated)
- Birth Certificate of Spouse and Children (NSO authenticated)
- 2 valid IDs of spouse (photocopy)
- Waiver of Rights in favor of the designated claimant in case surviving heirs are of legal age
- If deceased employee is single, needs additional birth certificate and marriage certificate of surviving legal heirs (if married) and death certificate of deceased legal heirs (NSO authenticated)

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