

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 (GSIS Form) (state birthday and relationship to deceased)
- Affidavit of Surviving Spouse (GSIS Form)
- Affidavit of 2 Disinterested Person
- 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)
- Death Certificate (NSO authenticated)
- Marriage Contract (NSO authenticated)
- Birth Certificate (NSO authenticated)