

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

July 4, 2022

REGIONAL MEMORANDUM

REITERATION ON THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT/SURVIVORSHIP/RESIGNATION/DISABILITY AND OTHER MODES OF SEPARATION

To: Schools Division Superintendents
All Others Concerned

- 1. To avoid returned applications for the processing of claims for retirement/survivorship/resignation/disability and other modes of separation from the service, the Schools Division Superintendents are directed to ensure complete submission of the following documentary requirements:
 - a. Indorsement of the SDS
 - b. Duly Filled-out GSIS Application Form
 - c. Updated Service Record duly signed by the SDS
 - d. Certification of Last Salary Received
 - e. Official Receipt (for Salary Overpayment)
 - f. Clearance using the CSC Template (CS Form No. 7 Revised 2018)
 - g. Ombudsman Clearance
 - h. Statement of Assets, Liabilities, and Networth (SALN) of the preceding year.

Additional Requirements for Survivorship

- a. Death Certificate
- b. Proof of Legal Heirs (Marriage Contract, Birth Certificate, etc.)

Additional Requirements for Disability

- a. Medical Certificate
- Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV

A Regional Director

Enclosure: None

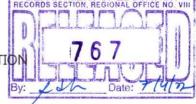
Reference: RM 212, s. 2022; Application for GSIS Claims

To be indicated in the Perpetual Index under the following subjects:

DOCUMENTARY REQUIREMENTS

AD-PS-EDR







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