



2020

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 22, 2023


REGIONAL MEMORANDUM

No. **160**, s. 2023

CLARIFICATION ON THE ISSUANCE OF CERTIFICATION OF LAST SALARY RECEIVED FOR RETIREMENT AND OTHER MODES OF SEPARATION

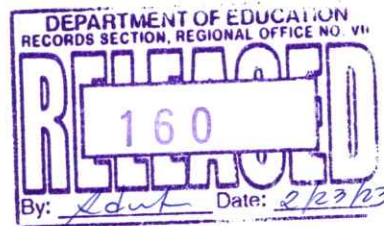
To: Schools Division Superintendents
All Others Concerned

1. With reference to the attached Regional Memoranda Nos. 212 and 767, s. 2022, it is hereby clarified that the Regional Office shall no longer issue the Certification of Last Salary Received for retirement and other modes of separation. The Certification issued by the Division Office suffices that the concerned employee is already cleared from overpayment of salary, allowances and other benefits. Attached is a copy of the template for reference.
2. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: As stated
 References: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

CLARIFICATION
 CERTIFICATION
 LAST SALARY RECEIVED
 MODES OF SEPARATION
 RETIREMENT



AD-PS-EDR



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Division of _____

**Certification of Last Salary Received
CLEARANCE FROM MONEY ACCOUNTABILITY
AND/OR OVERPAYMENT OF SALARY**

Control No. : _____
Date : _____

School/Office : _____
Name of Employee : _____
First Day of Service: : _____
Last Day of Service: : _____
Cause of Separation : _____
Effectivity Date : _____
Last Salary Received : _____
 Basic Pay : _____
 ACA/PERA : _____
 Other Benefits : _____

For the Period : _____
Checks Returned/Cancelled: _____

Salary Overpayment: _____

Prepared by: _____ Certified Correct: _____

HRMO _____ Division Cashier _____

Noted: _____

AO V, Administrative Division

Payment Details (For Overpayment):
Official Receipt # : _____ Station # : _____
Date : _____ Division # : _____
Amount : _____ Employee # : _____



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 15, 2022

REGIONAL MEMORANDUM

No. **212**, s. 2022

ADDITIONAL REQUIREMENT FOR RETIREMENT AND OTHER PURPOSES

To: Schools Division Superintendents
All Others Concerned

1. To expedite the processing of claims for retirement/survivorship and issuance of Clearance due to resignation, transfer and other modes of separation from the service, the submission of **Certification of Last Salary Received** from the Schools Division Office (SDO) shall be required by this Regional Office.
2. The Certification shall state among others the amount and period of last salary received by the employee. Should there be overpayment thereof, the same must be settled or paid with the Cashier of the SDO.
3. The Schools Division Superintendent shall designate the concerned Unit or Section to prepare, sign and issue the said Certification and ensure compliance with this requirement. Non-submission of this Certification shall cause the documents to be returned to the requesting party without favourable action.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: None

Reference: Operations Manual

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

CERTIFICATION	RETIREMENT	SALARY	SEPARATION
SURVIVORSHIP	TRANSFER	RESIGNATION	



AD-PS-EDR



9505



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 4, 2022

REGIONAL MEMORANDUM

No. **767**, s. 2022

**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

2. Immediate dissemination of and strict compliance with this Memorandum are desired.

for: dm
EVELYN R. FETALVERO, CESO IV
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

SEPARATION

AD-PS-EDR

