



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

March 12, 2024

REGIONAL MEMORANDUM

No. **289** s. 2024

**UPDATED DOCUMENTARY REQUIREMENTS FOR RETIREMENT/SURVIVORSHIP/
 DISABILITY/RESIGNATION AND OTHER MODES OF SEPARATION**

To: Schools Division Superintendents
 All Others Concerned

1. To ensure smooth and fast processing of application for retirement, survivorship, disability, and other modes of separation benefits, the Schools Division Superintendents are requested to advise all applicants including those from the Implementing Units (IUs) to strictly comply with the following documentary requirements for submission to the Regional Office:

- 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, if any)
- f. Clearance using the using the CSC Template (*CS Form No. 7 Revised 2018*)
- g. Ombudsman Clearance (except for death claim)
- 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. For uniformity in accomplishing the division clearance, attached is a copy of the template for reference, which can be accessed through the link: <https://shorturl.at/iACL9>.

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

EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosure: Clearance Template
 Reference: RM 767, s. 2022; Application for GSIS Claims
 To be indicated in the Perpetual Index under the following subjects:

BENEFITS REQUIREMENTS SEPARATION



AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

DEPARTMENT OF EDUCATION
DIVISION OF _____

CLEARANCE FORM

(Instructions at the back)

I PURPOSE				
				Date of Filing _____
TO: <u>Department of Education, Regional Office VIII</u>				
I hereby request clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer		<input type="checkbox"/> Resignation		<input type="checkbox"/> Other Mode of Separation:
<input type="checkbox"/> Retirement		<input type="checkbox"/> Leave		Please specify: _____
Date of Effectivity: _____				
Office of Assignment: _____			Name and Signature of Employee	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			_____ Head of Office	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Particulars	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Finance Services				
a. On cash advances, accounts receivable, and travelling expenses paid in advance			Head of Accounting Unit	
b. On cash Accountability			Head of Accounting Unit	
c. On Provident Fund Loan			Head of Accounting Unit	
2. Administrative Services				
a. On property accountability			Head of Admin.	
b. On attendance records and salary overpayment			Head of Admin.	
c. On records borrowed			Records Officer	
3. Library Services				
a. On books/materials borrowed			Librarian or counterpart	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. <input type="checkbox"/> with pending administrative case			Legal Officer	
b. <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
This is to certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.				
Approved:				
_____ Schools Division Superintendent Signature over Printed Name of Agency Head				