



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 1, 2021

DIVISION MEMORANDUM
No. 147, s. 2021

GUIDELINES IN PROCESSING OF APPLICATION FOR RETIREMENT IN DEPED REGION VI

**To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Attached is a copy of Regional Memorandum No. 202 s. 2021, titled "**Guidelines in Processing of Application for Retirement in DepEd Region VI**", content of which is self-explanatory.
2. Please be guided accordingly.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

PYM/mtb



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 102 s. 2021

MAY 07 2021

**GUIDELINES IN PROCESSING OF APPLICATION FOR RETIREMENT
IN DEPED REGION VI**

To: Schools Division Superintendents
OICs-Office of the Schools Division Superintendents
All Others Concerned

1. This Office has issued several Regional Orders/Memo specifying the steps and requirements in processing the application for retirement of personnel, to wit:
 - a. Regional Order No. 6, s. 2012 entitled “Guidelines in Compliance with R.A. No. 10154 (An Act Requiring all Concerned Government Agencies to Ensure Early Release of the Retirement Pay, Pension, Gratuities and other Benefits of Retiring Government Employees).
 - b. Regional Order No. 8, s. 2016 entitled “Reiteration of the Rules and Regulations of R.A. No. 10154”
 - c. Regional Order No. 01, s. 2017 entitled “Submission of the List of Retirees for the Purpose of Securing A Regional Certification on Pendency/Non-Pendency of Administration Cases,” and
 - d. Memorandum dated May 08, 2020 relative to the request for Certificate of Last Payment (CLP) and/or clearance from Provident Fund Loan (PFL)
2. Despite the issuance of the aforementioned Orders and Memorandum, it has been observed that the directives were not complied with.



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-MEMO2-031	May 04, 2021	





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

3. To ensure the timely and expeditious release of the retirement pay, pension, gratuities, and other benefits of all retiring employees in the Department of Education, Western Visayas, it is directed that the complete requirements for retirement be submitted to the employer agency not later than one hundred (100) days prior to the actual/intended date of retirement.
4. The Schools Division Superintendents are required to ensure compliance with Sections 8 and 9 of CSC Resolution No. 1300237 entitled 'Implementing Rules and Regulations of R.A. No. 10154 and submit to this office the list of retirees in their respective division at least 120 days before the effectivity of the employees' retirement for the purpose of processing the Certificate of Last Payment (CLP), Provident Fund Clearance and Clearance as to Pendency/Non-Pendency of an Administrative Case. This will facilitate the expeditious processing of retirees' application for retirement at the time it is received by the Regional Office.
5. Attached are the following Annexes for information and guidance:
 - 5.1 List of Requirements for Retirement-Annex 1;
 - 5.2 Template for transmitting to this office the application for retirement -Annex 2;
 - 5.3 Template in submitting the list of retirees at least one hundred twenty (120) days before the effectivity of the retirees' retirement. The list must be submitted in three (3) copies. One copy for the Legal Unit for the purpose of verifying the pendency or non-pendency of administrative case(s). One copy for the Regional Payroll Services Unit for the purpose of Certificate of Last Payment and one copy for the Personnel Section for the purpose of Provident Fund Loan Clearance.-Annex 3;
 - 5.4 Form to be executed by the Human Resource Management Officer/Personnel Officer in compliance with Civil Service Commission Resolution No. 1302242-Annex 4;
 - 5.5 Request for Certificate of Last Payment (CLP)-Annex 5; and
 - 5.6 Request for Provident Fund Loan Certificate/Clearance-Annex 6.



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-MEMO2-031	May 04, 2021	





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

6. In adherence to the health protocols required by the DOH & IATF to prevent the spread of COVID-19, this Office encourages that the request for CLP and Provident Fund Loan clearance as well as the Certificate for Pendency or Non-Pendency of Administrative Case be submitted to this office through the email addresses indicated below using the forms attached in this Memorandum:

Region6.records@deped.gov.ph copy furnished

- a. region6.rpsu@deped.gov.ph for CLP
- b. region6provident@deped.gov.ph for PFL Certification/Clearance
- c. depdro6ord_legal@yahoo.com.ph for Pendency/Non-Pendency of Administrative Case(s)

7. The Division Administrative Officers are tasked to strictly monitor the preparation and submission of the documents to the Regional Office to avoid delay in processing.

8. The Regional Office shall endorse the application for retirement to the Government Service Insurance System (GSIS) without requesting the retiree to come to the Regional Office.

9. Immediate dissemination of and strict compliance with this Memorandum are directed.

RAMIR B. UYTICO EdD, CESO IV
Regional Director

Incls: As stated

References: R.A. No. 10154
CSC Resolution No. 1300237 dated January 30, 2013
CSC Resolution No. 1302242 dated October 01, 2013
DepEd R.O. No. 08, s. 2016
DepEd R.O. No. 01, s. 2017
Memorandum dated May 08, 2020

Allotment 1 (R.O. 12, s. 1994)
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

OFFICIAL

POLICY

RETIREMENT



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-MEMO2-031	May 04, 2021	





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

Annex 1
RM # _____ S. 2021
Dated _____

LIST OF REQUIREMENTS

RETIREMENT

1. Indorsement from the Division Office
2. Application for Retirement (GSIS latest prescribed form)
3. Letter of intent of retiree
4. Updated Service Records
5. Division Clearance (CS Form 7)
6. Regional Clearances:
 - 6.1 Provident Fund
 - 6.2 Legal certification
 - 6.3 Certificate of Last Payment (for RPSU salary paid employee)
7. Certification that applicant has filed his/her SALN pursuant to RA 6713
8. Certification of Leave of Absences with or without pay (LAWOP)
9. Certification of last salary received
10. Certification of the HRMO pursuant CSC Resolution NO. 1302242 dated October 1, 2013 for verification of pendency of case (s)
- 11 Declaration of Pendency of Case(s)
12. GSIS clearance, if application for retirement is under RA 1616

SURVIVORSHIP

1. Indorsement from the Division Office
2. Application for survivorship (GSIS latest prescribed form)
3. Death Certificate of employee
4. Marriage Certificate, if married
5. Birth Certificate of children, if deceased retiree has descendants
6. Proof of surviving legal heirs
7. Affidavit of relationship executed by the next of kin (age/s of child/children should be stated)
8. Updated Service Records
9. Division Clearance (CS Form 7)
10. Regional Clearances:
 - 10.1 Provident Fund
 - 10.2 Legal certification
 - 10.3 Certificate of Last Payment (for RPSU salary paid employee)
11. Certification that applicant has filed his/her SALN pursuant to RA 6713
12. Certification of Leave of Absences with or without pay (LAWOP)
13. Ombudsman Clearance
14. Certification of pending/no pending case/s – Civil Service Commission
15. Certification of last salary received
16. GSIS clearance, if application for retirement is under RA 1616

ADDITIONAL REQUIREMENTS:

- * SDS/ASDS - Clearance issued by DepED Central Office
- * Public Health Workers at age 65 - NOSA under R. A. 7305 (Magna Carta for Public Health Worker)

NOTE: SUBMIT 3 COPIES OF EACH REQUIRED DOCUMENT

Annex 2
RM # _____ s. 2021
Dated _____

Republic of the Philippines
Department of Education
Division of _____

(Address)

Indorsement

(Date)

Respectfully forwarded to the Regional Director, Department of Education, Regional Office No. 6, Duran Street, Iloilo City, recommending approval of the application for retirement benefit of M _____, _____, _____, to
(Complete Name) (Position) (School/District)
take effect on _____.

It is hereby certified that:

1. The last day of actual service of Mr./Ms. _____ is on _____.
2. The applicant's accrued vacation and sick leave credits (if any): _____ days
3. The Human Resource Management Officer has submitted the name of the retiree to the Office of the Ombudsman and Civil Service Commission for verification of pendency of cases within the prescribed period as stated in Civil Service Commission Res. No. 1302242.
4. Applicant has no property and/or money accountability
5. Applicant has filed his/her statement of assets and liabilities for CY _____
6. The applicant
() has incurred leave of absence without pay from _____ to _____.
() has not incurred leave of absence without pay.
7. The applicant has fully paid his/her Provident Fund Loan in the Division Office.

Schools Division Superintendent/OIC- Schools Division Superintendent

Republic of the Philippines
Department of Education
Division of _____

LIST OF RETIREES INTENDING TO RETIRE FOR THE MONTH
OF _____ 20____

	NAME	POSITION	SCHOOL	DISTRICT	EFFECTIVITY
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

Prepared by: _____
(Signature over printed name)
(Position)

Submitted by: _____

Schools Division Superintendent/OIC- Schools Division Superintendent

Note: Must be submitted to the DepED RO6 in three (3) copies at least One Hundred Twenty (120) days before the effectivity of the employees' retirement

Annex 4

RM No. _____, s. 2021

Dated _____

Republic of the Philippines
Department of Education
Division of _____

(Address)

C E R T I F I C A T I O N

This is to certify that I have submitted the name of
_____, to the Ombudsman and Civil Service
(Retiree)

Commission for verification of pendency of cases within one (1) month after
he/she has submitted his/her written expression of intent to retire pursuant to Civil
Service Commission Resolution No. 1302242 dated October 01, 2013.

Issued this _____ in _____.

HRMO

Date

The In-Charge
Regional Payroll Services Unit
DepED Region VI
Duran Street, Iloilo City

Sir/Madam:

I would like to request for a CERTIFICATE OF LAST PAYMENT,
with the data indicated herein:

NAME :

DIVISION :

STATION :

EMPLOYEE NUMBER :

POSITION :

Amount of Last salary receive:

Effective date of retirement/separation/transfer:

Attachment : (2 copies)

1. Latest pay slip/payroll
2. Service Record (updated)
3. Certification of leave of absence with/without pay
4. NOSI, if any

Very truly yours,

(Signature over Printed Name)

Email Address:

Contact Number:

 Date

The In-Charge
 Provident Fund Secretariat
 DepED Regional Office VI
 Duran Street, Iloilo City

Madam:

I would like to request a certification regarding Provident Fund Loan for the purpose of retirement/
transfer/ ☐ travel/leave abroad ☐ ☐

The following are pertinent data for your reference:

Name : _____
 Position : _____
 School : _____
 Division : _____

For travel/leave abroad

Place of travel: _____

Period of travel: _____

For transfer

Previous Office: _____

Effective Date of Transfer: _____

Effective Date of Retirement : _____

For Survivorship Claim:

Name of Deceased Employee : _____

Date of Death : _____

Name of Claimant/Relation : _____

Attach are the following:

1. Provident Certification issued by the Division Office
2. Service Record
3. Payroll/Payslip/Abstract/JEV& Cash Disbursement/Official Receipts (for each loans)
4. GSIS Application Form
5. Approved transfer
6. Application for travel/leave abroad
7. Death Certificate (if Deceased)

Very truly yours,

Email Address of Requesting Party:
 Contact Number:

Email Address of the Division Office:
 Contact Number: