SCHEDULE OF RETIREMENT PAY AND COMMUTATION OF LEAVE CREDITS
FOR THE PERIOD

DEPARTMENT:
Burea/Agency:

PERSONNEL SEPARATED	DATE OF BIRTH	DATE OF RETIREMENT SEPARATION	No. of Years in the Service	HIGHEST SALARY	Number of Days (Leave Credits)	AMOUNT			REMARKS
						RETIREMENT GRATUITY	SEPARATION PAY	TERMINAL LEAVE	
				per month	vacation leave = sick leave =				
					Total				

Include non-permanent services supported by approved appointments

PREPARED BY:

APPROVED BY:

Date

CERTIFIED CORRECT:

ATTESTED BY:

AVAILABILITY OF APPROPRIATION:

NOTED BY: