

Template and Guide for the Citizen's Charter

9. Processing of Retirement and Resignation

This service is intended for the processing of retirement/resignation/other modes of separation from the Office.

Office or Division:	Personnel Section	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	SDO Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Filing for Retirement		
1.1 Original Letter of intent		SDO Personnel
1.2 Original School clearance		School assigned
1.3 Original Division clearance		Personnel Section
1.4 Original Prosecutor' clearance		Prosecutor's Office
1.5 Original Ombudsman's clearance		Ombudsman's Office
1.6 Original GSIS Application for Retirement Form with picture		GSIS
1.7 Original GSIS Form on Declaration of Pendency/Non-Pendency of Case		GSIS
1.8 Original Service Record		Personnel Section
1.9 Original SALN		SDO Personnel
1.10 Photocopy Latest pay slip		Records Section
1.11 Photocopy Official receipt of provident loan if with existing loan		SDO Personnel
1.12 Original Indorsement/transmittal		Personnel Section
1.13 Original Notice of Salary Adjustment		Personnel Section

1.14 Original Certificate of Last Day of service and Certificate of no LWOP	Personnel Section			
1.15 Original Certificate of no provident obligation	Accounting Section			
1.16 Original certification of no pending admin case	Personnel Section			
2. For Filing for Resignation				
2.1 Original Letter of intent	SDO Personnel			
2.2 Original School clearance	School Assigned			
2.3 Original Division clearance	Personnel Section			
2.4 Photocopy Official receipt of provident loan if with existing loan	SDO Personnel			
2.5 Photocopy Latest pay slip	Records Section			
2.6 Photocopy of Certification/waiver if with existing loan to GSIS/PAGIBIG	GSIS/ PAGIBIG			
2.7 Original SALN	Personnel Section			
2.8 Original Certificate of acceptance on resignation	Personnel Section			
2.9 Photocopy of Latest IPCRF	Personnel Section			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents intended for retirement/ resignation	1.1 Receive the application	None	2 hours	HR Personnel/ Administrative Assistant III
	1.2 Assessment and evaluation of documents	None	2 days	HR Personnel/ Administrative Assistant III

	1.3 Signing of forms and clearances by concerned Division Officials	None	3 days	HR Personnel/ Administrative Assistant III
	1.4 Endorsement of the documents to Regional Office for Approval	None	20 days	SDS
	1.5 Release approved documents to the records section	None	2 hours	Personnel Section
	TOTAL:	NONE	25 days and 4 hours	