

10. Processing of Terminal Leave Benefits

Processing of Terminal Leave Benefits based on the accumulated leave credits of a DepEd personnel during his/her service in the agency. This is for those employees who have availed retirement/ resigned/ separated and should have payment for their remaining leave balances.

Office or Division:	Personnel Section		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	DepEd employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request (1 original copy)		Concerned Retiree	
2. GSIS Retirement Voucher/Approved retirement (1 copy)		Concerned Retiree	
3. Division Clearance (1 copy)		Personnel Section	
4. Latest Notice of Salary Adjustment – NOSA (1 photocopy)		Personnel Section	
5. Certificate of Last day in Service (1 photocopy)		Personnel Section	
6. Certification of Leave Credits Earned certified by the HRMO- (1 original copy)		Personnel Section	
7. List of Actual Retirees to be Paid (2 copies)		Personnel Section	
8. Certificate of No Available Savings (2 copies)		Budget Section	
9. Individual Computation of TLB		Personnel Section	
For deceased employee:			
1. Death certificate (1 original or certified true copy)		Municipal registrar	
2. Marriage Certificate (1 original)		PSA	
3. Survivorship (If applicable) (1 photocopy)		Spouse	
4. Special Power of Attorney (1 original copy, 2 photocopies)		Attorney	
5. Birth Certificate of Children (if employee has no living spouse) (1 photocopy)		Qualified dependent	
6. Designation of next-of-kin (1 original copy)		Attorney	

7. Waiver of rights of children 18 years old and above (1 original copy)		Attorney		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all documentary requirements	Receive the complete documents	None	10 minutes	Records Section
	Check the document as to completeness		20 minutes	
	Forward the complete document to the Personnel for appropriate action	None	30 minutes	
	Review and evaluate the submitted complete documents and provide appropriate action	None	7 hours	Personnel Section
	Prepare necessary forms for computation		2 days	
	Forward to the Accounting Section as to correctness and pre-audit		1 days	
	Forward to Budget Office as to certify the availability of funds		1 day	
	Forward to the Office of the SDS for Approval	None	1 day	
	Forwarding the payroll to the Accounting office for processing of payment		1 day	
TOTAL:		None	7 days	