

Funding Request for Salaries, Terminal Leave Benefits, Monetization and Other Benefits

Payment for Miscellaneous Personnel Benefits of employees is mandatory, special budget requests to Department of Budget and Management shall be done for this purpose.

Office or Division:	Budget Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd Employees and Schools
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>(All 1 Original Copy, 2 Photocopies)</p> <p>Monetization</p> <ol style="list-style-type: none">1. List of Employees Availing Monetization2. Letter request3. Form 64. Recent appointment5. Recent pay slip6. Medical certificate (SL)7. Medical abstract (SL)8. Barangay certification9. Bill of materials <p>Terminal Leave Benefits</p> <ol style="list-style-type: none">1. School/Division Clearance2. Certificate of No Provident Obligation3. NOSA4. SALN5. Certificate of no pending admin. case6. Certificate of last day of service7. Certificate of Leave Credits8. Updated Service Record9. Approved form 610. Approved retirement from RPSU <p>Newly Filled / Created Positions</p> <ol style="list-style-type: none">1. Assignment Order / Advice2. Appointment received by CSC	<p>Requesting Party and HRMO</p>

3. Philhealth-MDR 4. Pag-Ibig MID No. 5. Photocopy of Deposit Slip from Landbank / ATM (current account) 6. CSC form 212 (PDS) 7. BIR 1902 / 2305 8. SALN 9. Birth Certificate (Single) 10. Marriage Certificate (Married) 11. Birth Certificate of children				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit documents	1.1. Receive documents and record in online logbook.	None	3 minutes	Clerk
	1.2. Prepare and review computation of PS requirement, certification of no savings and transmittal letter.	None	1 hour	Clerk, ADAS I, Budget Officer III
	1.3. Affix initial in the letter and sign certification of no savings	None	1 minute	Budget Officer III
	1.4 Forward to SDS Office for approval.	None	5 minutes	Clerk / SDS
	1.5. Receive and forward to Records Office for transmittal to DBM	None	3 minutes	Clerk
TOTAL:			1 hour and 12 minutes	