

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT DEPARTMENT

TERMINAL LEAVE

Office or Division:	HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT DEPARTMENT			
Classification:	Complex transaction			
Type of Transaction:	Government to government employee			
Who may avail:	Separated government employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
GSIS Clearance Ombudsman Clearance Affidavit of Undertaking Affidavit of Pendency/Non-Pendency of Administrative/Criminal Case SALN Landbank Clearance Office Clearance Leave Application Resignation letter Duly Accepted by the Head of Agency (for resigned employees) Approved Letter of Intent to Retire (for retired) Death Certificate, Birthday Certificate, Marriage Contract (PSA) (for deceased) Employee Leave Card (photocopy) Complete Service Record NOSA Computation of Terminal Leave Benefits		GSIS main office Office of the Ombudsman Supplied by HRDD Supplied by HRDD Supplied by HRDD Supplied by HRDD Landbank Supplied by HRDD Supplied by HRDD Supplied by HRDD Supplied by HRDD Supplied by the Beneficiary (PSA) Supplied by HRDD Supplied by HRDD Supplied by HRDD Supplied by HRDD Supplied by CAD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out and submits the form.	Receives form and prepares document such as Service Record and	None	10 minutes	HRDD staff and Assistant Department Head

	Certificate of Employment to be attached to the GSIS and Ombudsman form.			
	Signature of Certification and Service Record.	None	5 minutes	HR Head
	Release of document.	None	1 minute	HR staff
2. Route the Office Clearance and submit all the requirements needed.	Receives all the documents that are being submitted.	None	5 minutes	HR staff
	Photocopies the Leave Application and Office Clearance to be sent to Accounting for Computation.	None	10 minutes	HR staff
	(Once the computation is done) Prepare the OBR and DV then submit all the requirements to Budget Department for the processing of Terminal Leave Benefits.	None	10 minutes	HR staff

END OF TRANSACTION