

Checklist for Maternity Leave

1. S.O. for Leave
2. S.O. for Reinstatement
3. Latest Payslip
4. Birth Certificate of Child
5. CSC FORM 41 — Medical Certificate
6. CSC FORM 211 — Medical Certificate
7. CSC FORM 6 — LEAVE FORM
4. School Clearance
5. Division Clearance

Note:

All requirements must be in 3 copies and certified true copy in case original Documents are not available.

Personnel Requirements for Change Status

1. Letter Request for Change Status (with the following)	◆ School Name and District	◆ Division Code
	◆ Employee Number	◆ Station Code
2. 1(one) Original or Authenticated Copy of Marriage Certificate		
3. 2(two) Photocopies of Marriage Certificate		

Note:

Submit in a **LONG YELLOW FOLDER** at Counter 1

PSU Requirements for Change Status

1. S.O. for Change of Name	* (c/o Personnel Section 4 Copies)
2. Marriage Contract — (PSA 4 Copies)	
3. BIR 1902/1905 — (c/o BIR 3 Copies)	
4. ARA (Agency Remittance Advice c/o PSU Section)	

Note:

All Requirements must be in 3 copies and certified true copy in case original Documents are not available.

Requirements for Retirement/Separation

1. Division Clearance	3 Copies
2. GSIS duly accomplished application form (form available at GSIS)	4 copies
3. Declaration of Pendency/Non-Pendency of Case (form available at GSIS)	3 copies
4. Certificate of Last Day of Service (Elementary — District Office / Secondary — School)	3 Copies
5. District Clearance for Elementary / School Clearance for Secondary	3 Copies
6. Statement of Assets & Liabilities (as of retirement date)	3 Copies
7. Latest Payslip	3 Copies
8. Land Bank Certification that ATM Payroll Account had been closed	3 Copies
9. DTR for last 2(two) Months Served	3 Copies
10. Letter of Intent to Retire Approved by SDS	3 Copies
11. Copy of New Land Bank Savings Account	3 Copies

Note: Submit the above listed requirements at the **Receiving Section**. You may call after 15 to 20 working days at **871-3345** for follow-up. Released documents for submission to the GSIS will be at the Administrative Office V.

The following are to be provided by the Division Office (**upon submission of the above listed documents**)

1. **Service Record**
2. **Leave of Absence Without Pay (LAWOP)**
3. **NOSA / NOSI**
4. **Last Salary Received**

PROCESSING IS FREE! - Happy Retirement