

| CHECKLIST OF DOCUMENTARY REQUIREMENTS TO SUPPORT REQUEST FOR RELEASE OF FUNDS   | Please Check<br><input checked="" type="checkbox"/> |
|---|---|
| <b>A. TERMINAL LEAVE/RETIREMENT GRATUITY (TL/RG) BENEFITS</b>   |   |
| 1. List of Actual Retirees To Be Paid reflecting the names of retirees, retirement mode/law, the respective current or savings account number opened/maintained with the same GSB as that of agency, position title, unique position item number, dates of birth/original appointment/retirement, highest monthly salary, and amount of retirement benefits to be paid. |   |
| <b>RETIRES UNDER R.A. 1616 / (RA 1616)</b>  |   |
| 2. Duly Accomplished Retirement Application Form  |   |
| 3. Certified true copy of the updated Service Record and Latest Notice of Salary Adjustment (with Certification of inclusive dates of Leave Without Pay (LWOP); if any)   |   |
| 4. Letter of Intent to Retire   |   |
| 5. Approved Application Letter for Retirement   |   |
| 6. Statement of Leave Credits Earned certified by the Human Resource Management Officer (HRMO)  |   |
| 7. NSO Marriage Certificate - for change of name of married women   |   |
| 8. GSIS Clearance/Approval  |   |
| 9. Latest Notice of Salary Adjustment   |   |
| <b>FOR DEVOLVED PERSONNEL TO LGUs</b>   |   |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i>   |   |
| 1. Letter Request of concerned devolved personnel   |   |
| 2. Endorsement of LGU Executive, as employer  |   |
| 3. Appointment Paper as a devolved employee   |   |
| 4. Updated Leave Card of Concerned employee, reflecting the transferred leave credits upon devolution and balance as of retirement date, certified by the HRMO of the present LGU employer  |   |
| <b>RETIRES UNDER R.A. No. 910</b>   |   |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i>   |   |
| 1. Certification on the Other Allowances/benefits authorized to be included in the computation of RG  |   |
| 2. Statement of Amount Paid by GSIS for the Officials under special retirement laws   |   |
| <b>DECEASED RETIRES/EMPLOYEES - PAYABLE TO THE DECLARED HEIRS</b>   |   |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i>   |   |
| 1. Copy of the deceased retiree/employee's death certificate  |   |
| 2. Marriage Contract  |   |
| 3. Judicial or Extra Judicial Settlement of Estate (duly notarized)   |   |
| 4. Copy of decision of the agency's legal office/adjudication board identifying the legal heirs of the deceased, in the case of uniformed personnel.  |   |
| 5. Affidavit of Burial Claim (for PNP only)   |   |
| <b>B. INCENTIVE BENEFITS PER EO 77 (RATIONALIZATION PLAN)</b>   |   |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i>   |   |
| 1. Copy of Approved Rationalization Plan  |   |
| 2. List of affected personnel and corresponding amount required for TLB and Incentive Benefits  |   |
| <b>C. GOCCs REQUIRING SUBSIDY TO PAY THEIR TL/RG REQUIREMENTS</b>   |   |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i>   |   |
| 1. Copy of latest Financial Statements showing proof of inability to pay incentives   |   |
| 2. Certification of No Available Funds  |   |