

Checklist of Documents for Non-renewal of Extension beyond 65		
Name:	Unit:	
Position:		
Documentary Requirements	No. of copies	Assessed by/Date
1. Letter of Intent to Retire (approval thru channels) dated as of end of extension/non-renewal	2	
2. Application for Terminal Leave (approval thru channels)	2	
3. Statement of Assets, Liabilities and Net Worth dated as of end of extension/non-renewal	2	
4. Application for Service Recognition Pay	2	
5. Application for Faculty Cumulative Leave Benefit	2	
6. Authority to Deduct	2	

Note: For Extended employees who are yet to file their compulsory retirement documents, they should file **ALL OF THE REQUIRED DOCUMENTATION for Compulsory retirement, and must also submit all of the listed requirements for Non-renewal of their extension.**

e.g. Employee A have not submitted her compulsory retirement documents from 2021 since she has extended her service until 2023. Now, she must submit her SALN as of 2021 (for compulsory retirement) and a SALN as of 2023 (for the non-renewal of her extension) and all the other documents listed on the checklist for both her Compulsory retirement and Non-renewal of extension.