



February 10, 2020

UNNUMBERED MEMORANDUM

**CORRIGENDUM TO DOCUMENTARY REQUIREMENTS FOR VARIOUS
ADMINISTRATIVE SERVICES TRANSACTIONS**



**TO: All Schools Division Superintendents
Assistant Schools Division Superintendent
Division AOs/HRMOs
This Region**

1. In order to better respond to the needs of our customers, documentary requirements for various Human Resource Management Office transactions are hereby streamlined as follows:

REQUIREMENTS FOR GSIS RETIREMENT/SEPARATION	REQUIREMENTS FOR GSIS DEATH/SURVIVORSHIP CLAIM
1. 1 st Endorsement from the SDO	1. 1 st Endorsement from the SDO
2. Signed GSIS Retirement Application Forms	2. Signed GSIS Death/Survivorship Application Forms with Death Certificate, Marriage Contract and Birth Certificates of Claimant and Dependents (processor, if not the claimant must present SPA)
3. Completely Signed Division Clearance	3. Completely Signed Division Clearance
4. Service Record reflecting the Retirement/ Separation Date	4. Service Record reflecting the Date of Death
5. Certification of No Pending Case	5. Certification of No Pending Case
6. Latest Statement of Assets, Liabilities and Networth (SALN)	6. Latest Statement of Assets, Liabilities and Networth (SALN)
7. RPSU Clearance (for RPSU-paid employees)	7. RPSU Clearance (for RPSU-paid employees)

REQUIREMENTS FOR TERMINAL LEAVE	REQUIREMENTS FOR GSIS DISABILITY CLAIM
1. 1 st Endorsement from the SDO	1. 1 st Endorsement from the SDO
2. List of Actual Retirees to be Paid (LARP)	2. Signed GSIS Disability Application Forms (with Medical Certificate & Medical Abstract), (processor, if not the claimant must present SPA)
3. Copy of Signed GSIS Application Form for Retirement	3. Completely Signed Division Clearance
4. GSIS Voucher/Approval/Clearance	4. Service Record reflecting Leaves of Absence
5. Service Record reflecting the Retirement Date	5. Certification of No Pending Case
6. Latest Notice of Salary Adjustment (NOSA)	6. Latest Statement of Assets, Liabilities and Networth (SALN)
7. Approved Letter of Intent to Retire	7. RPSU Clearance (for RPSU-paid employees)
8. Leave Card with Certification of Leave Credits Earned	
9. Approved Form 6 (indicating "Terminal Leave")	
10. Certification of No Pending Case	
11. Completely Signed Division Clearance	
12. Marriage Contract (for married women)	



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ISO 9001:2015 CERTIFIED
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REQUIREMENTS FOR TRAVEL ABROAD	REQUIREMENTS FOR RPSU CLEARANCE/ CERTIFICATION OF LAST PAYMENT
1. Endorsement from the SDO	1. Duly filled-up RPSU Form
2. Letter of Intent from Applicant	2. Approved Letter of Intent to Retire/ Transfer/ Resign/Separate from the Service
3. Completely Signed Division Clearance	3. Service Record reflecting the Date of Retirement/Transfer/Resignation/ Separation from the Service
4. Signed Application for Leave (Form 6)	4. Completely Signed Division Clearance
4. Certification of No Pending Case	5. Statement of Assets, Liabilities and Networth (SALN)
5. Copy of Signed Class Program (for Teachers)	6. Certified photocopy of Latest Payslip
6. Certification of Reliever (signed by applicant, reliever and immediate head)	
7. Signed Recommendation for Substitute Form - for Teachers (VL/SL of 30 days or more) If less than 30 days – Certification of Teacher to take over classes	
8. Form A (for Official Travel)	

REQUIREMENTS FOR INCLUSION IN THE RPSU PAYROLL (New Teacher/Employee)	REQUIREMENTS FOR SALARY ADJUSTMENT DUE TO PROMOTION
1. Duly filled-up RPSU Form	1. Duly filled-up RPSU Form
2. Certified photocopy of Appointment	2. Certified photocopy of Appointment
3. Latest Voucher/Payroll/Certification of Last Payment certified by the Division Accountant	3. Certified photocopy of signed PSIPOP
4. Certified photocopy of signed PSIPOP	4. Certified photocopy of signed NOSCA (if ERF/Reclassification/Conversion)
5. Taxpayer's Record Update / BIR Form 2305	
6. Copy of Philhealth MDR	
7. Clear photocopy of DBP Deposit Slip (Salary/Payroll Account)	
8. Copy of GSIS ARA	

REQUIREMENTS FOR SALARY ADJUSTMENT DUE TO STEP INCREMENT	REQUIREMENTS FOR TRANSFER OF STATION
1. Duly filled-up RPSU Form	1. Duly filled-up RPSU Form
2. Copy of Notice of Step Increment	2. Certified photocopy of Appointment/ Advice or Transfer Order
3. Certified photocopy of signed PSIPOP	3. First Day of Service (FDS) signed by immediate head
4. Service Record reflecting the Adjusted Step	4. Certified photocopy of Latest Payslip
5. Certified photocopy of Latest Payslip	5. Copy of GSIS ARA
6. Copy of GSIS ARA	



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REQUIREMENTS FOR REQUEST FOR REINSTATEMENT IN THE RPSU PAYROLL	REQUIREMENTS FOR CHANGE OF NAME IN THE RPSU PAYROLL
1. Duly filled-up RPSU Form	1. Duly filled-up RPSU Form
2. Original copy of reinstatement letter duly approved by the SDS	2. Certified photocopy of PSA Marriage Certificate / Birth Certificate
3. Original copy of Medical Certificate (Form 211)	3. Taxpayer's Record Update / BIR Form 2305
	4. Copy of GSIS ARA

REQUIREMENTS FOR REQUEST FOR NEW DEDUCTION	REQUIREMENTS FOR REQUEST FOR DELETION OF DEDUCTION
1. Duly filled-up RPSU Form	1. Duly filled-up RPSU Form with stamp received/approved by the GFI/PLI concerned
2. Certified photocopy of Latest Payslip	2. Certification of Full Payment or No Obligation and Official Receipt with notation of "Full Payment"
3. Loan Index	3. Certified photocopy of Latest Payslip

2. Certifying officers in the SDO and RO Levels are as follows:
- SDO – Record Officers
 - Administrative Officers V (Admin. Service)
 - RO - Record Officer
 - Supervising Administrative Officer
 - Chief Administrative Officer
- Service Record signatories:
- SDO – Prepared by : HRMO
 - Certified Correct : Administrative Officer V (Admin. Service)
 - RO - Prepared by : HRMO
 - Certified Correct : Chief Administrative Officer
3. For your guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC, Office of the Regional Director

PS/srp
02/10/2020



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