

**ROUTING SLIP
APPLICATION FOR RETIREMENT**

NAME OF RETIREE: _____ **DIVISION:** _____ **Date:** _____
MODE OF RETIREMENT: _____

**To: The Director IV
 DepEd-NCR
 Through the Superintendent**

Madam:
 This is to submit the following documents re: my application for retirement:

No. of Cps. Req. R.A. 8291	No. of Cps. Req. R.A. 1616	DOCUMENT TYPE	No. of Cps. Req. R.A. 8291	No. of Cps. Req. R.A. 1616	DOCUMENT TYPE
4	6	1. Completed application form	-	4	8. Clearance fr. Mun./City Treasurer also dated as of last day of service
1	7	2. Clearance from D.O. dated as of last day of service	-	4	9. Affidavit of No Pending Case under R.A.3019
5	7	3. Latest Service Record with certification of LAWOP	-	4	10. Fiscal's Clearance - place of residence and assignment
5	7	4. Service Record from previous employer indicating last day of service and LAWOP (if applicable)	-	7	11. NOSA under R.A. 4670
1	6	5. Latest Assets and Liabilities	-	1	12. Copy of last payroll
1	6	6. Certification from D.O. of No Pending Administrative and Criminal Charge	-	1	13. Copies of appointments service cards of accreditation of services rendered on non-permanent appointment: and first regular appointment
1	6	7. Ombudsman Clearance	2 2 2	7 7 6	14. For DEATH CLAIM 14a. Marriage Contract (if applicable) 14b. Death Certificate 14c. Birth Certificate of Children (if applicable)

Very truly yours,

 RETIREE/CLAIMANT

CERTIFIED AS TO COMPLETENESS:

ELENA M. SANTOS
 Human Resource Mgt. Officer III

NOTED:

Date: _____

RECEIVED:

 DepEd-NCR Personnel Unit

Date: _____

FOR R.A. 1616: RECEIVED THE ABOVE DOCUMENTS AS CHECKED:
DepEd-NCR Budget and Accounting Personnel DATE: _____ REMARKS _____