

### 3. Application for Retirement

Retirement refers to the time of life when one chooses to permanently leave the workforce behind. The compulsory retirement age is 65 while optional is 60 years of age. It can be applied three months before retirement to ensure that retirement benefits will be enjoyed by the retiree after his/her retirement.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Government (G2G)
<b>Who may avail:</b>	DepEd employees that reached the retiring age requirement
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1.Application for Retirement (1Copy)	DepEd Schools Division Office
2.Service Record (1 Original Copy)	
3.Clearance for money & property Accountabilities District & Division (4 Original Copies)	
4.Statement of Assets & Liabilities (1 Original Copy)	
5.Certificate of No Pending Administrative Case (1 Original Copy)	
6.Certificate of Last Day of Service (1 Original Copy)	
7.Certificate of Last Salary Received (1 Original Copy)	
8.Certification of Leave with or without pay (1 Original Copy)	
9.Ombudsman Clearance (1 original copy)	Concerned retiree
10. GSIS Application for retirement benefits form (1 original copy)	
11.Provident Clearance (1 original copy)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for Retirement to Records Unit	1.1. Receive complete documents from Records Unit checked by District Human Resource Management Officer	None	30 minutes	Human Resource Unit - Person in charge
	1.2. Check and verify the completeness of the documents	None	30 minutes	Human Resource Unit - Person in charge
	1.3. Inform the concerned person if the requirements are incomplete	None	1 day	Human Resource Unit - Person in charge
	1.4. Authenticate complete documents for retirement. Prepare 1st endorsement	None	1 hour	Human Resource Unit - Person in charge
	1.5. Forward complete documents to SDS office for signature and ODC for release in the Regional Office	None	2 days	Human Resource Unit - Person in charge
	1.6. Indorse the application for retirement to the Regional Office	None	2 days	Human Resource Unit - Person in charge
<b>TOTAL:</b>		<b>None</b>	<b>5 days, 1 hour</b>	