**PREPARATION OF LAST SALARY OF SEPARATED CENTRAL OFFICE OFFICIALS AND EMPLOYEES WITH COMPLETE SUPPORTING DOCUMENTS AND DETAILS**

1. **Schedule of Availability of Service**
* Monday to Friday 8:00 AM to 5:00 PM (no noon break)
1. **Who may Avail of the Service**
* Separated official/employee or authorized representative if deceased/unable to personally process the same
1. **What are the Requirements**
* Duly accomplished Central Office Clearance Certificate from Money, Property and Legal Accountabilities;
* Duly accomplished Daily Time Record/updated Leave Card;
* Copy of signed resignation/retirement/termination letter and acceptance of the same by the Head of Agency/authorized signatory;
* Authority to deduct financial accountability, if any (i.e. LWOP or overpayment of salaries;

Additional Requirements in case deceased:

* PSA authenticated:
	+ Death certificate of the official/employee
	+ Marriage Contract if married
	+ Birth Certificate of surviving legal heirs
* Affidavit of surviving legal heirs
* Waiver of right of children 18 years old and above

1. **Processing Fee (if any)**
* None
1. **Processing Time**
* If complete supporting documents with correct details, and needed personnel file are already on hand: **30 working minutes per transaction**
* Processing time varies or may be extended due to the following: volume of requests received, retrieval of documents specially for those who were separated several years ago; or no CO clearance on file.
* Should there be no CO clearance/documents are for retrieval, requesting person is advised of the same to expect additional processing time covering period of CO clearance signing by concerned OBSUs or 2-3 days to retrieve files.
1. **How to Avail of the Service**

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| **Steps** | **Person-in-charge** | **Processing Time** | **Location** |
| Submits complete supporting documents with correct details to Personnel Administration Division (PAD) | Separated official/employee or authorized representative if deceased/unable to personally process the same |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office(PAD) |
| Checks completeness of supporting documents required | Payroll Officer |  | PAD - Compensation and Benefits Section (ComBen) |
| Reviews and applies relevant compensation rules and work time issuances | Payroll Officer |  |
| Provides ComBen Section with computed DTR/updated Leave Card | Leave Officer |  | PAD - Leave Administration Section (Leave) |
| Photocopies all supporting documents in triplicate copies  | Payroll Officer |  | PAD - ComBen Section |
| Prepares Disbursement Voucher (DV) and Obligation Request (OR) with attached complete supporting documents.* Reviews and checks that deductions are made in accordance with existing rules and regulations.
 | Payroll Officer |  |
| Reviews and initials/signs DV & OR with attached complete supporting documents | ComBen Section Head |  |
| Approves and signs DV & OR  | OIC-Division Chief |  | Office of the OIC-Division Chief of PAD |
| Forwards to concerned office for funding and processing of voucher.* Documents are forwarded to Financial Management Service (FMS) Accounting, Budget & Cash Division (ABC) and Office of the Director (OD) of HRDS **which have their own timelines/ timetables, hence, not included in the processing time of 30 minutes**
 | Outgoing Clerk |  | PAD - Incoming/Outgoing Section |