**Preparation of Last Salary of separated MOA workers with complete supporting documents and detail**

1. **Schedule of Availability of Service**
* Monday to Friday 8:00am to 5:00pm
1. **Who may Avail of the Service**
2. Separated MOA Workers
3. **What are the Requirements**
* Letter of Termination/Non-renewal of contract of MOA Workers with Acceptance Letter.
* Duly accomplished Daily Time Record with complete supporting documents
* Duly accomplished Central Office Clearance Certificate
* Certified true copy of Memorandum of Agreement
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** |
| 1. Submit complete supporting documents for processing of last salary
 | Separated MOA Worker |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Compute DTR and review/check supporting documents
 | PAD Payroll Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Prepare Voucher and Obligation Request Status (ORS)
 | PAD Payroll Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Counter-check computation/ supporting documents and Initial Voucher and ORS
 | Section Head |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Sign/Initial Voucher and ORS
 | Division Head |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Record to outgoing logbook and forward to Accounting Division(**which has its own timelines/ timetables, hence, not included in the processing time of PAD)**
 | PAD Outgoing Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |