**Processing of terminal leave benefits claim with complete supporting documents of separated Central Office Officials and Employees**

1. **Schedule of Availability of Service**

**\***During office hours at 8:00 A.M to 5:00 P.M. with no noon break

1. **Who may Avail of the Service**

**\***Officials and employees separated from the DSWD Central Office (CO)

1. **What are the Requirements**

**\***Certified True Copy (CTC) of the Letter of Resignation/Retirement

**\***CTC of the Letter of Acceptance to the Resignation/Retirement

**\***Duly accomplished application for Terminal Leave

**\***Duly accomplished CO Clearance Certificate

**\***Duly accomplished Ombudsman Clearance *(to be prepared facilitated by the PAD)*

**\***Duly accomplished GSIS Clearance *(to be prepared/issued by the PAD upon request)*

**\***Service Record *(to be prepared/issued by the PAD upon request)*

**\***Three (3) original copies of the Statement of Assets and Liabilities and Net Worth (SALN) as of the last day of service

**\***Copy of the latest appointment *(to be provided by the PAD upon request)*

**\***Copy of the latest salary adjustment

**\***Authorization to deduct any disallowance/s

**\***Two (2) original copies of Notarized Declaration of Pendency/Non-Pendency of Case

**\***List of Actual Retirees to be Paid *(LARP - to be prepared by the PAD)*

1. **Processing Fee (if any)**

**\***none

1. **Processing Time**

**\***If complete supporting documents with correct details, and needed personnel file are already on hand (i.e. Service Record signed already): **2 working hours 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 for separated staff several years/decades ago, 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** |
| Submission of duly accomplished application for terminal leave and all duly accomplished requirements | Separated Official/employee |  | PAD |
| Preparation of LARP | PAD-Leave Admin. Section action officer |  | PAD-Leave Admin. Section |
| Forwards to concerned office for funding and processing of voucher. **which have their own timelines/ timetables, hence, not included in the processing time** | Outgoing Clerk |  | PAD - Incoming/Outgoing Section |