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

1. **Schedule of Availability of Service**
* Monday to Friday 8:00am to 5:00pm
1. **Who may Avail of the Service**
2. Separated Field Office officials/employees
3. **What are the Requirements**

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| 1. Approved Application for Terminal leave
2. Summary of Leave credits
3. Certification of Leave Credits
4. Terminal Leave Benefit Computation
5. Service Record
6. Latest Appointment
7. Latest Salary Adjustment
8. Duly accomplished Regional and Central Office Clearance Certificate
9. Statement of Asset, Liabilities and Net worth
10. Letter of Separation/intent to retire
11. Acceptance of separation/retirement
12. Authorization Letter where to send TLB check
13. Certificate of non-pendency (CSC)
14. Authorization to deduct disallowances from TLB claims (if any)
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| **Additional documents in case deceased:** |
| 1. Death certificate of the member authenticated by PSA |
| 2. Marriage contract (marriage) and birth certificate (single) authenticated by PSA |
| 3. Affidavit of surviving legal heirs  |
| 4. Birth certificate of beneficiaries authenticated by PSA |

1. **Processing Fee (if any)**
* None
1. **Processing Time**
* If complete supporting documents with correct details, and needed personnel file are already on hand: **1 working hour 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. Receives application for terminal leave benefit claims with supporting documents
 | Regional Concern Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Checks/Reviews completeness and correctness of documents
 | Regional Concern Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Photocopies documents and stamps with “certified true copy/certified photocopy” all photocopied documents submitted by the FO

  | Regional Concern Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Signs as to “certified true copy/certified photocopy” all photocopied documents submitted by the FO
 | Section Head |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Photocopies the documents in triplicate copies, consolidate and sort.
 | Regional Concern Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Prepares and print the following documents:

a. Checklist of the supporting documents for TLB claims by the Accounting Divisionb. Obligation request status (ORS)c. Voucher1. List of the Actual Retirees to be Paid (LARP)
 | Regional Concern Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Reviews and affix initials on the documents
 | Section Head |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Sign/affix initials on the documents
 | Division Head |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Record to outgoing logbook and forward the signed documents to the Accounting Division for review (**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 |