REQUIREMENTS FOR RETIREMENT

- Letter of Intent (addressed to the President thru the VPAA/VPAP, signed by the Retiree, noted by the Dean and Campus Director)
- Application for Retirement (GSIS)
- Clearance for Retirement (Campus HRMO)
- Ombudsman Clearance (c/o Dir. S. Marty)
- Statement of Assets, Liabilities & Networth (SALN) as of
- Service Record with S.O. # (c/o Campus HR)
- S.O. # for Retirement (c/o Campus HR)
- Last day of Service (c/o Campus HR)
- Administrative Clearance (c/o Campus HR)
- Declaration of Pendency / Non Pendency of case (2 copies)
- Photo copy (back to back) of 2 valid IDs (PRC & UMID)

GSIS Claims
- Application of Life Insurance
- Policy Contract

Pag-IBIG - Provident Claims
- Pag-IBIG Form
- Service Record with S.O. #
- Birth Certificate (NSO Copy)

PHIL HEALTH (Lifetime Membership)
- Philhealth Application Form
- Service Record with S.O. #
- 1x1 ID picture (2 copies)

STAVE
- Service Record with S.O. #

RPSTA
- Certificate of Employment
- Service Record