

REQUIREMENTS FOR RETIREMENT

- Letter of Intent (*addressed to the President thru the VPAA/ VPAF, 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
- Service Record with S.O. #
- Policy Contract

Pag-IBIG - Provident Claims

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

PHILHEALTH (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