

CHECKLIST OF DOCUMENTARY REQUIREMENTS TO SUPPORT REQUEST FOR RELEASE OF FUNDS	Please Check <input checked="" type="checkbox"/>
<b>A. TERMINAL LEAVE/RETIREMENT GRATUITY (TL/RG) BENEFITS</b>	
1. List of Actual Retirees To Be Paid reflecting the names of retirees, retirement mode/law, the respective current or savings account number opened/maintained with the same GSB as that of agency, position title, unique position item number, dates of birth/original appointment/retirement, highest monthly salary, and amount of retirement benefits to be paid.	
<b>RETIREES UNDER R.A. 1616</b>	
2. Duly Accomplished Retirement Application Form	
3. Certified true copy of the updated Service Record and Latest Notice of Salary Adjustment (with Certification of inclusive dates of Leave Without Pay (LWOP); if any)	
4. Letter of Intent to Retire	
5. Approved Application Letter for Retirement	
6. Statement of Leave Credits Earned certified by the Human Resource Management Officer (HRMO)	
7. NSO Marriage Certificate - for change of name of married women	
8. GSIS Clearance/Approval	
9. Latest Notice of Salary Adjustment	
<b>FOR DEVOLVED PERSONNEL TO LGUs</b>	
<i>In addition to the requirements enumerated under 1 to 9 above:</i>	
1. Letter Request of concerned devolved personnel	
2. Endorsement of LGU Executive, as employer	
3. Appointment Paper as a devolved employee	
4. Updated Leave Card of Concerned employee, reflecting the transferred leave credits upon devolution and balance as of retirement date, certified by the HRMO of the present LGU employer	
<b>RETIREES UNDER R.A. No. 910</b>	
<i>In addition to the requirements enumerated under 1 to 9 above:</i>	
1. Certification on the Other Allowances/benefits authorized to be included in the computation of RG	
2. Statement of Amount Paid by GSIS for the Officials under special retirement laws	
<b>DECEASED RETIREES/EMPLOYEES - PAYABLE TO THE DECLARED HEIRS</b>	
<i>In addition to the requirements enumerated under 1 to 9 above:</i>	
1. Copy of the deceased retiree/employee's death certificate	
2. Marriage Contract	
3. Judicial or Extra Judicial Settlement of Estate (duly notarized)	
4. Copy of decision of the agency's legal office/adjudication board identifying the legal heirs of the deceased, in the case of uniformed personnel.	
5. Affidavit of Burial Claim (for PNP only)	
<b>B. INCENTIVE BENEFITS PER EO 77 (RATIONALIZATION PLAN)</b>	
<i>In addition to the requirements enumerated under 1 to 9 above:</i>	
1. Copy of Approved Rationalization Plan	
2. List of affected personnel and corresponding amount required for TLB and Incentive Benefits	
<b>C. GOCCs REQUIRING SUBSIDY TO PAY THEIR TL/RG REQUIREMENTS</b>	
<i>In addition to the requirements enumerated under 1 to 9 above:</i>	
1. Copy of latest Financial Statements showing proof of inability to pay incentives	
2. Certification of No Available Funds	