



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 4, 2022

**REGIONAL MEMORANDUM**

No. **767**, s. 2022

**REITERATION ON THE SUBMISSION OF DOCUMENTARY REQUIREMENTS  
FOR RETIREMENT/SURVIVORSHIP/RESIGNATION/DISABILITY  
AND OTHER MODES OF SEPARATION**

To: Schools Division Superintendents  
All Others Concerned

1. To avoid returned applications for the processing of claims for retirement/survivorship/resignation/disability and other modes of separation from the service, the Schools Division Superintendents are directed to ensure complete submission of the following documentary requirements:

- a. Indorsement of the SDS
- b. Duly Filled-out GSIS Application Form
- c. Updated Service Record duly signed by the SDS
- d. Certification of Last Salary Received
- e. Official Receipt (for Salary Overpayment)
- f. Clearance using the CSC Template (*CS Form No. 7 Revised 2018*)
- g. Ombudsman Clearance
- h. Statement of Assets, Liabilities, and Networth (SALN) of the preceding year.

Additional Requirements for Survivorship

- a. Death Certificate
- b. Proof of Legal Heirs (Marriage Contract, Birth Certificate, etc.)

Additional Requirements for Disability

- a. Medical Certificate

2. Immediate dissemination of and strict compliance with this Memorandum are desired.

for: *rmc*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: None

Reference: RM 212, s. 2022; Application for GSIS Claims

To be indicated in the Perpetual Index under the following subjects:

DOCUMENTARY REQUIREMENTS

SEPARATION

AD-PS-EDR

