



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

July 28, 2025

REGIONAL MEMORANDUM

No. **881** s. 2025

**DECONCENTRATION OF RETIREMENT PROCESS AND OTHER MODE
OF SEPARATION BENEFITS TO SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
Human Resource Management Officers
All Others Concerned

- As part of the DepEd Region 8's initiative to ensure a seamless process and a more effective and efficient delivery of services, the processing of retirement and other mode of separation benefits shall be deconcentrated to the Schools Division Offices, effective **August 1, 2025**.
- The Schools Division Offices shall be guided with the following requirements:

No.	Type of Document	Number of Copies
1	Letter of Intent of the concerned employee	One (1)
2	Duly Filled-out GSIS Application Form	One (1)
3	Updated Service Record duly signed by the SDS	Three (3)
4	Certification of No Pending Administrative Case	One (1)
5	Certification of Last Salary Received	Two (2)
6	Clearance using the using the CSC Template (CS Form No. 7 Revised 2018)	Two (2)
7	Ombudsman Clearance (except for death claim)	One (1)
8	Statement of Assets, Liabilities, and Networth (SALN) of the preceding year.	Two (2)
9	Other necessary documents which may be required by the SDO	
<i>Additional Requirements for Survivorship Benefit Claim</i>		
1	Death Certificate	One (1)
2	Proof of Legal Heirs (Marriage Contract, Birth Certificate, etc.)	One (1)
<i>Additional Requirement for Disability Claim</i>		
1	Medical Certificate	One (1)
<i>Note: The SDO shall ensure release of processed documents within the day of application.</i>		



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3. For teaching personnel, they shall request the Certificate of No Pending Administrative Case from the Regional Office through the link: **<https://forms.office.com/r/QAX7yk8yrM>**.
4. An updated Agency Information Sheet (AIS) shall be submitted to the Government Service Insurance System (GSIS) annually or whenever there is/are changes in the authorized signatories.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: None

Reference: Work and Financial Plan; Compendium of Functions

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

BENEFITS

DECONCENTRATION

PROCESS

AD-PS-EDR

