



Title of Frontline Service: **PROCESSING OF RETIREMENT APPLICATION**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City Employees (for Retirement)	Application form for retirement 1) Application for Retirement (GSIS form) 2) Declaration of Pendency/Non-pendency of Case (GSIS Form) 3) Service Record (w/ specific date and mode of retirement) 4) Clearance 5) Certificate of no pending case 6) CLP 7) Provident Clearance 8) Latest Payslip 9) Transmittal/Certification of latest IPCRF and SALN 10) GSIS tentative computation Note: (4 copies of each docs)	7 working days and 10 minutes

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits application for retirement with complete supporting documents	Receives and evaluates completeness of documents and process clearance for signature.	4 days	Ardiana Mahusay (Elem) Ave Criste Aguilar (JHS/SHS)	None	Application for retirement

2		Process the retirement application	2 days	Ardiana Mahusay (Elem) Ave Criste Aguilar (JHS/SHS)		
3		Approves retirement forms	10 minutes	SDS		
4		Transmits retirement documents to DepEd RO 7	1 day	Ritchell Camino/ William Amaya (Records)		
END OF TRANSACTION						