



Title of Frontline Service: **PROCESSING OF
TERMINAL BENEFITS**

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	<ul style="list-style-type: none"> *Application for payment of Terminal Benefits *C.S Form 6 *Division Clearance *Cert. of No Pending Adm. And / criminal case filed against her/him *Latest Approved appointment *Affidavit of No Pending Administrative and/or criminal cases *Sworn statement of assets and liabilities *Certification of Last Payment (CLP) *Certified Xerox Copy of Retirement Vouchers *Fiscal's Clearance *Provident Clearance 	19 working days and 2 hours

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Stamps "Certified True Copy" on photocopied documents with the original documents attached.	Examines documents to ascertain authenticity	4 hours	Genoveva Compra/ Mary Antoniette Torrejos	None	None
		Signs documents	4 hours	Genoveva Compra/ Mary Antoniette Torrejos	None	None
2	Receives authenticated documents and signs logbook.	Releases authenticated documents	10 minutes	Ritchell Camino/Andy Bonnin Opone	None	None

END OF TRANSACTION