



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

- o. In case of resignation, the employee's letter of resignation duly accepted by the head of the agency.
- p. Additional Requirement in case of Death:
 - Death Certificate issued by the PSA
 - Marriage contract issued by the PSA
 - Birth certificate of all surviving legal heirs issued by PSA
 - Designation of next of kin
 - Waiver of rights of children 18 years old and above, if applicable
- 3. To facilitate the processing of these claims, please comply with the following documents to substantiate the requirements prescribed by the Department of Budget and Management (DBM), Ministry of Finance and Budget and Management (MFBM), COA, as well as the MBHTE Regional Office.
- 4. Please submit all supporting attachments in ORIGINAL COPIES. All photocopies must be MARKED WITH CERTIFIED TRUE COPY FROM THE ORIGINAL and affix the original initial signature of the Administrative Officer or HRMOs.
- 5. Attached are the retirement forms for reference.
- 6. For information, guidance, and strict compliance.

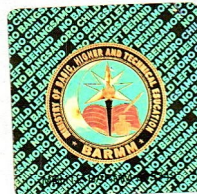
Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

By: Hajir
 DATE: OCT 17 2023
 TIME: 11:30 AM
 Ctrl. No. 2023-10-266

By Authority of the Minister
MOHAGHER M. IQBAL:

[Signature]
HARON S. MELING
 Deputy Minister



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister

RELEASED

By: Mahm
 Date: OCT 17 2023
 Time: 11:35 AM
 Control No. 2023-10-266





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 819
Series of 2023

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : **MOHAGHER M. IQBAL**
Minister

SUBJECT : **UPDATED GUIDELINES ON THE SUPPORTING ATTACHMENTS TO
APPLICATION FOR TERMINAL LEAVE BENEFITS**

DATE : October 13, 2023

1. This is in connection with Circular No. 2023-004 dated June 14, 2023, of the Commission on Audit (COA), prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2012, to include application for Terminal Leave Benefits.
2. The following is the list of documentary requirements to include in the previous requirements being prescribed by the Ministry, to wit:
 - a. Endorsement from the schools division superintendent
 - b. GSIS-approved retirement
 - c. Certificate of Last Payment (CLP)
 - d. Declaration of Pendency and Non-Pendency of Case
 - e. For TICs, the Designation that MTs and Teachers have been designated as Head of School
 - f. Agency Clearance from money, property, and legal accountability from the Central Office/Regional of the last assignment (CS Form No. 7)
 - g. Ombudsman Clearance
 - h. Certified photocopy of employee leave card with computed leave credits as the last date of service by the Personnel Division/Unit/Office/Admin./Human Resources Office/Unit (HRO/U)
 - i. Approved Leave application.
 - j. Complete Service Record
 - k. Statement of Assets, Liabilities, and Net Worth (SALN)
 - l. Certified photocopy of Appointment/NOSA showing the highest salary received if the salary under the last appointment is not the highest.
 - m. Computation of Terminal Leave Benefits duly signed/certified by the Head of Office.
 - n. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU.