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| PERSONNEL SECTION | | | | | |
| Type of Frontline Service | | FORMS NEEDED | PROCESS | PROCESSING TIME | PERSON-IN-CHARGE |
| 1 | Issuance Service Record, Certificate of Employment and leave Credit Balance | Latest Payslip  Request Letter | * Receive letter request form and payslip * Prepare the requested: * Service Records (SR) * Certificate of Employment (CE) * Certificate of Leave balances (CL) * Forward AOIV for Certification (SR) * Forward to AOIV for Certification (CE/CL) * Log and Release Document | 1 min  45mins  10mins  20mins  10mins  5mins  2mins | ADAS  ADAS  ADAS  ADAS  AOV  AOIV  ADAS |
| 2 | Leave Processing (if less than 15 working days) except maternity and Travel Abroad | Form 6 (Leave-2 copies),  Attach Medical Certificate (for sick leave more than 5days) | * Receive Form 6 from Record Section * Act on Form 6 and Update Leave Card * Forward to AOV for Certification * Forward for Approval to: * CID Chief (Teaching) * ASDS (Non-Teaching with Leave of 5 days or less) * SDS (Non-Teaching with more than 5 days leave) * Forward the approved Form 6 to Record Section for Release | 1min  10mins  5mins  5mins  5mins  5mins  5mins | ADAS  ADAS  AOV  CID CHIEF  ASDS  SDS  AOIV |
| 3 | Leave Processing (if 15 working days and more) except Travel Abroad | Form 6 (Leave form 2 - copies),  Medical Certificate (for Sick and Maternity Leave), Endorsement Letter from School head, School Clearance (Teaching),  Questionnaire before Delivery  (Maternity Leave) | * Receive Form 6 record Section * Act on Form 6 and update Leave Card * Forward to AOV for certification * Forward to SDS Review and Approval * Forward the Approved Form 6 to Record Section for Release | 1min  10mins  5mins  30mins  5mins | ADAS  ASAD  AOV  SDS  AOIV |
| 4 | Application for Travel Abroad | Form 6 (Copies), Endorsement Letter from School, School and Division Clearance, Certificates of  (Employment, No pending case Provident Loan), Certificate that somebody will take-over his/her  Duties and functions | * Receive Form 6 Record Section * Act on Form 6 and Update Leave Card * Forward to AOV for certification * Forward to SDS for approval and endorsement to Region * Region will act on Form 6 and send back to Division office thru Record Section * Record section will Release Form and other attachment documents | 1min  10mins  5mins  30mins  7days | ADAS  ADAS  AOV  SDS  AOV REGION  ADAS |
| 5 | Application for Reinstatement | Letter of intent (concerned personnel), Endorse Letter form School Head, Medical Certificate for Sick and Maternity Leave (Stating the Employee is fit to work) | * Receive Letter of intent from Record Section * Prepare Special Order for Reinstatement * Forward to SDS for Approval * Forward the Approved Reinstatement to Record Section for Release | 1min  30mins  5mins  5mins | ADAS  ADAS  SDS  AOIV |
| 6 | Application for Retirement | Endorsement letter form School  Head, 7 copies Application for Retirement (GSIS FORM), 4 copies  Prosecution’s Clearance, 4 copies School and Division Clearance,  3 copies Police Clearance, 3 Copies Latest Approved Appointment, 2 copies Latest Payslip, 5 copies Service Record, Certificate of Last payment, Certificate of Provident Fund, 4 Copies Duly Sword SALN | * Receive endorsement letter from Schools Head * Receive Filled- Out GSIS Form and Check All Required Documents * Forward to SDS for Approval * Forward the Approved Documents to Record Section for Release | 1min  45mins  5mins  5mins | ADAS  ADAS  SDS  AOV |
| 7 | Application for Terminal Leave Commutation | Letter of Intent, Division Clearance, latest Appointment, Latest Payslip, Service Record, Certificated of Last  Payment, duly sword SALN,  Certificates of (No pending administrative case, Balance of Leave Credits), Balance of Commutation, Terminal Leave and Retirement Gratuity Benefits, LARP, NOSA, Photocopy Leave Card, form 6 with computation of terminal Leave, Letter of intent requesting  Payment of terminal Leave  Approved by SDS, GSIS Voucher (Retirement payment), Certificated of Savings (Accountant) | * Receive letter of intent * Provide Checklist Requirements for Terminal Leave Commutation * Receive and evaluate completeness of required documents * Review leave/service credit balance and compute terminal leave communication * Forward to: * SDS for approval if the amount is 50, 000.00 and below * RO with attach Endorsement letter from SDS if the is Above 50, 000.00 * Release document to the Finance section (for the amount 50,000.00 and below) * Forward the Endorsement Letter from SDS together with the required documents to Records Section to be Mailed to Regional office | 1mins  2mins  30mins  1HR  5mins  30mins  5mins  5mins | ADAS  ADAS  ADAS  ADAS  SDS  ADAS  AOIV |
| 8 | Resignation | Letter of intent, Endorsement | * Receive Letter of intent from concerned personnel * Prepare Personal Qualification Letter with complete documents (Transfer Out) * Forward to SDS for approval (Transfer Out) | 1min  30mins  5mins | ADAS  ADAS  SDS |
| 9 | Application/Request for Transfer In And Transfer Out | Letter of intent, Endorsement  Letter from School Head | * Log to applicant’s logbook (transfer in) * Prepare Personal Qualification Letter with complete documents (transfer out) * Forward to SDS for Approval (transfer out) | 2mins  30mins  5mins | ADAS  ADAS  SDS |
| 10 | ERF Application | Endorsement Letter from School Head | * Receive endorsement letter * Provide checklist for ERF requirements * Receive ERF application attached with Document and evaluate the completeness of the documents * Forward to AOV for Certification * Prepare transmittal for ERF applicants * Forward to SDS for recommendation * Forward the recommendation ERF documents to Record Section to be mailed to Regional office | 1min  2mins  45mins  10mins  20mins  10mins  5mins | ADAS  ADAS  ADAS  AOV  ADAS  SDS  AOIV |
| 11 | Salary Integration  (Newly hired not yet on the payroll) | Intent letter for integration, Approved Appointment, PDS, PHcard/membership and Pag-ibig card/membership (photocopy), BIR 2305, Agency Remittance Advice (ARA) | * Receive letter of intent and all required documents * Prepare endorsement for the request of integration * Forward to Budget Section for availability of funds * Forward to SDS for Approval * Forward to Record section to be mailed to Regional Office | 10mins  15mins  10mins  5mins  5mins | ADAS  ADAS  AOV  ADAS  AOIV |
| 12 | Salary Integration  (Promotion and Increment) | Intent letter, Approved Appointment (Promotion), Approved NOSI (Increment),  Latest Payslip | * Receive and check the following documents * Forward ARA C to GSIS and Wait for their reply * Prepare Transmittal and Personnel Movement * Forward to Budget Section for Availability of Funds * Forward to SDS for Approval * Forward to Record Section to be mailed to Region | 10mins  15mins  15mins  10mins  5mins  15mins | ADAS  ADAS  ADAS  AOV  ADAS  ADAS |
| 13 | Monetization | Letter of intent, FORM 6, Leave balance | * Receive letter of intent * Check the completeness of documents * Update leave card and compute monetization * Forward to SDS for approval * Forward to Finance Section | 1min  30mins  45mins  10mins  5mins | ADAS  ADAS  ADAS  SDS  AOV |
| 14 | Request for Certificate of Last payment | Letter Request | * Receive letter request * Prepare certificate of Last Payment (un-integrated personnel) * Forward to AOIV for certification * Release document * Send an email to Regional Office-Payroll in-charge regarding the request (integrated personnel) | 1min  45mins  5mins  2mins  10mins | ADAS  ADAS  AOIV  ADAS  ADAS, AOIV |
| 15 | Request for Additional/Stoppage  /Adjustment of Deductions | Letter request | * Receive letter request * Prepare endorsement letter * Forward to SDS for approval * The approved endorsement letter will then be forwarded to Record section to be mailed to Regional office | 1min  30mins  5mins  5mins | ADAS  ADAS  SDS  AOIV |
| 16 | Request for Charge of status and additional dependents | Letter of Intent, Original copy of marriage certificate (change status), BIR 2305 and Original Birth Certificate (additional dependents)  And Latest Payslip | * Receive of intent * Scan marriage Certificate or birth certificate depending on the request * Forward the scanned document to GSIS for ARA (agency Remittance Advice) | 1min  10mins  30mins | ADAS  ADAS  ADAS |
| 17 | Request for transfer of Station | Letter of Intent, Assignment Order, Appointment and Latest Payslip | * Receive documents * Prepare ARA B to be forwarded to GSIS and Wait for their Reply * Prepare Transmittal for Change of Station in the Payroll | 10mins  5mins  10mins | ADAS  ADAS  ADAS |