

# APPLICATION FOR CERTIFICATION OF LAST PAYMENT (CLP)

AVAILABILITY OF SERVICE : Monday to Friday (7:00 AM-6:00 PM)

**Who may avail of the service?**

- Teaching and non-teaching personnel under RPSU payroll

**What are the requirements?**

- Division Clearance
- Service Record
- DTR

**PROCEDURE:**

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
1	Submit Division Clearance / Service Record and other requirements as needed for evaluation (e.g. Daily Time Record, copy of Form 7, etc. depending on the nature and date of retirement) to the DepEd Regional Payroll Services Unit (RPSU)	Check as to the completeness of the requirements	Within 5 minutes	Receiving clerk		
2		Receive application with complete requirements which computation of overpayments (if there is any) and/or payments due to retiree/client were computed/ checked/ verified/ recorded	Within 10 to 20 minutes	Data Controller in-charge as per RPSU's work assignment		
3		Prepare CLP	Within 10 minutes	Data Controller in-charge as per RPSU's work assignment		
4		Issue initialed CLP for the approval of the Regional Accountant or Authorized Representative	Within 3 minutes	Data Controller in-charge as per RPSU's work assignment		
5		Approval/Signature of the Regional Accountant or Authorized Representative	Within 10 minutes	<ul style="list-style-type: none"> <li>• Supervising Administrative Officer</li> <li>• Finance Chief</li> </ul>		
END OF TRANSACTION						