



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**DIVISION MEMORANDUM**

No. 145, s. 2020

TO : All PSDS  
All School Heads  
All Teachers  
All Non-Teaching Personnel  
This Division

SUBJECT : ONLINE SUBMISSION OF MATERNITY LEAVE AND  
RETIREMENT DOCUMENTS

FROM : JONATHAN S. DELA PEÑA, Ph.D., CESO V  
Schools Division Superintendent

DATE : May 11, 2020

1. This Memorandum intends to facilitate the processing of Maternity Leave and Retirement claim documents during the COVID-19 crisis.
2. During the Community Quarantine (CQ) or Enhance Community Quarantine (ECQ) period, our Office will accept electronic copies of Maternity and Retirement claim documents. However, if there is a possibility to submit the hard copies in the office, it is advised to authorize someone to facilitate the processing of the aforementioned documents.
3. The cover email should contain a statement declaring the authenticity of the submitted documents and also a commitment to submit the same documents in hard copy once the quarantine ends or in any time possible.
4. Required documents must be properly filled-up and must bear the necessary signatures.
5. The signing of Division Clearance shall be facilitated in the Office.
6. The checklist of documentary requirements is attached herewith.
7. Applications for Maternity Leave and Retirement claims together with relevant documentary requirements can be scanned, uploaded and sent to:  
[ingrid.hebron@deped.gov.ph](mailto:ingrid.hebron@deped.gov.ph)
8. This memorandum shall remain in place until the ECQ/EC period ends.
9. For information and guidance.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



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**CHECKLIST OF DOCUMENTARY REQUIREMENTS**

**Maternity Leave** (To be submitted in 3 copies)

- ❖ Special Order
- ❖ Form 6
- ❖ Form 41 (Medical Certificate)
- ❖ District/School Clearance
- ❖ Endorsement Letter
- ❖ Division Clearance

**Retirement Benefits Claim**

- ❖ 4 copies Intent Letter to Retire
- ❖ 6 copies Application for Retirement Benefits Claim from GSIS
- ❖ 4 copies Clearance on Money and Property Accountabilities
- ❖ 4 copies Clearance as to No Pending Case (**Regional Office**)
- ❖ 4 copies Latest Statement Assets, Liabilities and Net worth (SALN)
- ❖ 4 copies Certification about Provident Loan
- ❖ 4 copies Updated Service Report
- ❖ 4 copies Certification of Last Payment
- ❖ 4 copies Latest Pay Slip Upon Retirement
- ❖ 4 copies Division Clearance (**Downloadable revised 2018**)
- ❖ 4 copies Indorsement Letter from PSDS/Principal
- ❖ 2 photocopies of 2 valid IDs
- ❖ 4 copies SALN upon Retirement



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