

### Terminal Leave Benefits

CHECKLIST	(/)	CLARIFICATORY COMMENTS
1. Special Budget Request		
2. List of Retirees to be paid (LARP)		In accordance with the prescribed List of Actual Retirees to be Paid Form <b>(Annex B per BC 2013-1 dated April 12, 2013)</b>
3. Certified True copy of the Updated Service Record, including dates of leave without pay (LWOP), if any		Stamped and signed as "Certified True Copy"
4. Statement of Leave Credits Earned with summary of computation of leave balances and amount requested (certified by the HRMO)		
5. Justification or reason for late filing of claim (pursuant to Sec 38 of CSC MC 41, s 1998, that may include copy of court decision in case where delay is due to an administrative case and/or certification by the HRMO that the personnel performed his/her duties during the period his/her case is being deliberated in the court, among others.)		
6. Other supporting documents pursuant to Budget Circular (BC) Nos. 13-1, 13-1A, 14-1 and 16-2		