



## 15. Request for Certificate of Last Salary and Other Benefits

This service covers the receipt, processing, and issuance of a certification on the last salary and benefits received by a separated OSG officials and employees, reflecting the employee's last payroll details, including Basic Salary, Representation and Transportation Allowance (RATA), Personnel Economic Relief Allowance (PERA), personal contributions to the Government Service Insurance System (GSIS), Home Development Mutual Fund (Pag-IBIG), and Philippine Health Insurance Corporation (PhilHealth), and other personnel benefits received during the year.

**Requests may be made only after the employee's last salary and benefits have been released.**

<b>Office or Division:</b>	Accounting Division, Financial Management Service (FMS)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Separated OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. <b>Request Form</b> - One (1) duly accomplished original request form 2. <b>Clearance</b> - Approved clearance	Financial Management Service and <a href="#">OSG Website</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request:  1.1. In person at the FMS Receiving Window, 2 <sup>nd</sup> Floor, OSG Main Building, Adelantado Wing.	1. Receive and record requests:  1.1. For requests submitted in hard copy:  1.1.1. Receive and record the request in the FMS incoming logbook.  1.1.2. If incomplete, return it or notify the requester.	None	15 minutes	Frontline Personnel  Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.2. Via email at <a href="mailto:fms@osg.gov.ph">fms@osg.gov.ph</a>.</p>	<p>1.2. For requests submitted via Email:</p> <p>1.2.1. Monitor the inbox and review incoming requests.</p> <p>1.2.2. If complete, send an acknowledgment of receipt, then print the email and the attached request form.</p> <p>1.2.3. If incomplete, notify the sender of missing requirements.</p>	None	15 minutes	<p>Administrative Aide VI</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
<p>2. Wait for confirmation that the requested certificate of last salary and other benefits is ready for pick-up or release.</p>	<p>2.1. Transmit the client's request to the Administrative Officer IV or Administrative Officer II of the Payroll and Accounts Management Section.</p> <p>2.2. Review the request and retrieve all required documents.</p>	None	5 minutes	<p>Frontline Personnel / Administrative Aide VI</p>
		None	5 hours	<p>Administrative Officer IV / Administrative Officer II</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.3. Prepare the Certificate of Last Salary and Other Benefits.</p> <p>2.4. Submit the draft certificate, together with a copy of the signed final salary computation, to the Chief Accountant for review and approval.</p> <p>2.5. Review the draft Certificate.</p> <p>2.5.1. If it is in order, sign it.</p> <p>2.5.2. Otherwise, return it to the drafter for revision.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>3 hours</p> <p>15 minutes</p> <p>3 hours</p>	<p>Administrative Officer IV / Administrative Officer II</p> <p>Administrative Officer IV / Administrative Officer II</p> <p>Chief Accountant</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
<p>3. Claim the Certificate of Last Salary and Benefits at the FMS Receiving Window, 2<sup>nd</sup> Floor, OSG Main Building, Adelantado Wing.</p>	<p>Forward the certificate as follows:</p> <p>3.1. For requests received in hard copy, forward the certificate to the frontline personnel and then proceed as follows:</p> <p>3.1.1. Call the client at the provided number to inform them that their request is ready for personal pick-up.</p> <p>3.1.2. Release the certificate</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>15 minutes</p>	<p>Chief Accountant</p> <p>Frontline Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>and have the recipient sign the receiving portion of the request form.</p> <p>3.2. For requests submitted via email, forward them to the Administrative Aide VI, then proceed as follows:</p> <p>3.2.1. Scan and save the signed Certificate of Remittances.</p> <p>3.2.2. Email the scanned certificate to the client.</p> <p>3.2.3. Indicate the appropriate remarks and date on the request form.</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>15 minutes</p>	<p>Chief Accountant</p> <p>Administrative Aide VI</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
	<b>TOTAL</b>	<b>None</b>	<b>12 hours</b>	