



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY



September 23, 2026

REGIONAL MEMORANDUM

No. **396** s. 2026

**GUIDELINES ON THE REQUEST, PROCESSING, AND ISSUANCE OF THE
CERTIFICATE OF LAST PAYMENT (CLP)**

To: Schools Division Superintendents
Administrative Officers
All Others Concerned

1. In order to ensure the proper processing, documentation, and issuance of the Certificate of Last Payment (CLP) to employees who have separated from the Department, all concerned are hereby advised to observe the following guidelines.
2. These guidelines shall apply to all teaching and non-teaching personnel who have separated from the department due to resignation, retirement, transfer, death, or other circumstances resulting in separation from service.
3. Requests for the issuance of a Certificate of Last Payment shall be accompanied by the following documents:
 - a. Updated Service Record, duly certified and updated to reflect the employee's latest service information and date of separation;
 - b. Latest Payslip, or a copy of the employee's latest available payslip;
 - c. Official Receipt (OR) of payment for overpayment, for employees with outstanding salary or other payroll-related overpayment, as applicable; and
 - d. Authorization Letter with photocopies of valid IDs of the employee and the authorized representative, when the CLP is requested or claimed by a representative.
4. Incomplete documentary requirements may result in the deferment of the processing and issuance of the CLP until all required documents have been submitted.
5. The request for a Certificate of Last Payment shall be made within one (1) year from the date of separation from the Department. The CLP shall be issued **only once** to a separated employee. Employees are therefore advised to secure and keep their CLP for future reference.
6. Requests submitted beyond one (1) year from the date of separation shall no longer be processed or issued by the Payroll Services Unit. Separated employees are advised to secure their CLP within the prescribed period and ensure that all required documents are complete.



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7. The Certificate of Last Payment shall be one of the requirements for the clearance of separated employees at the Schools Division Office (SDO) and shall serve as a basis for the SDO Accountant in signing the clearance.

8. All Schools Division Offices are directed to properly inform separated employees of the foregoing requirements and the prescribed period for securing their Certificate of Last Payment.

9. Immediate dissemination of and compliance with this Memorandum are desired.




BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

ASD/PSU/rgp

MEMORANDUM		Date: <u>10-08-24</u>	Released (Records): <u>Queen</u>
To:	☒ PSDS/DICs	☒ Elem/Sec School Heads	
	☐ Private Schools	☐ Others:	
For:	☒ Information	☒ Dissemination	
	☒ Guidance	☒ Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	☐ ASDS ☐ CID Chief ☐ SGOD Chief ☐ AO ☐ Atty	Signature:	