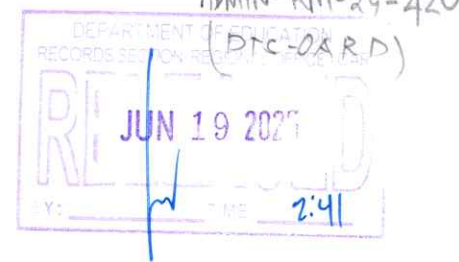




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



June 18, 2025

REGIONAL MEMORANDUM

No. 420.2025

REQUEST FOR AND ISSUANCE OF THE CERTIFICATE OF LAST PAYMENT (CLP)

To: Asst. Regional Director
All Schools Division Superintendents
Chiefs of Administrative Services and Finance Divisions
Division and School Administrative Officers (HRMOs)
School Heads
Heads, Schools Division Administrative Units
Heads, Schools Division Finance Units
Head, Regional Payroll Services Unit (RPSU)
Others concerned

1. The Certificate of Last Payment (CLP) is issued to employees who separate from the service through retirement, resignation, transfer to other agencies, or death. Once a Certificate of Last Payment is issued to a personnel, his/her name in the Regional Payroll System of the RPSU shall be deleted. All entitlements which shall be found to be due to the employee after the issuance of the Certificate of Last Payment (CLP) and deletion of his/her name in the Regional Payroll System shall be processed at the Division Office such as but not limited to step increments, pvp, etc.
2. A Certificate of Last Payment may also be requested/issued to active teaching/non-teaching personnel under the Regional Payroll Services (RPS) for transfer to another Division or to an Implementing Unit (secondary) within the Cordillera Administrative Region.
3. It has been observed that most of the time, salary overpayments reflected on the processed Certificates of Last Payment are due to the late request of Division Offices for a concerned employee to be made inactive in the payrolls. To avoid/minimize overpayments, the Division shall, **upon the approval by the Schools Division Superintendent of an employee's request for transfer, resignation or retirement, inform the Regional Payroll Services Unit (RPSU) through email or any other fast means of communication, the name and effectivity of the separation from service of an employee.** Other documents such as Extract of Separation may be submitted after it is signed.
4. Division Offices are to submit requests for CLP **within 7 working days from**



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

<https://depedcar.ph>





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the date of separation of an employee. Requests for CLPs of employees who are on leave on the days immediately preceeding the date of separation may be submitted during the duration of leave provided an approved Form 6 is attached.

5. The documents and the process in the request for and issuance of Certificate of Last Payment are as follows:

Documents for Submission		Where to Secure
1. Indorsement of the Schools Division Superintendent (1 original copy)		Schools Division Office
2. Copy of the Latest Payslip (1 original copy)		
3. Clearance template from the SDO/School (2 original copies)		
4. Updated Service Record (1 original copy)		
Client/DO Steps	Action	Person Responsible
1. Submit complete requirements to the Records Section	1.1 Receive complete documents and forward to the RPSU	Records Section personnel
	1.2 Evaluate submitted documents: a. Documents complete and without overpayment – proceed to step 3.1 b. Documents complete but with overpayment (O/P) – inform DO of over payment by furnishing copy of drafted CLP, as basis for payment of employee of his/her O/P c. Documents are incomplete – inform DO of lacking documents	RPSU personnel in charge of the Division
2. Proceed to the Cashier for payment	2.1 Receive payment and issue an official receipt	Cashier/Cash Unit personnel
3. Submit Official Receipt (OR) to the RPSU	3.1 Prepare the CLP	RPSU personnel
	3.2 Review/initial CLP	SAO
	3.3 Prepare BIR 2316	Finance Division personnel
	3.4 Finalize CLP, prepare transmittal letter, attach BIR 2316	RPSU personnel
	3.6 Approve/sign the CLP	CAO/SAO



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Department of Education
CORDILLERA ADMINISTRATIVE REGION

	3.7 Sort signed CLP and attachments and have CLP and BIR 2316 released at Records Section	RPSU personnel
4. Receive the signed CLP	4.1 Release the signed CLP and BIR 2316	Records Section personnel

6. For information, guidance and compliance.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Encl. as stated

ASD/OCAO/connie