



Bureau of Corrections

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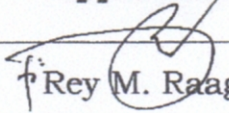
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SEPARATION WORK INSTRUCTION

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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Rey M. Raagas

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1. PURPOSE

To provide BuCor's work instruction in human resource services particularly on the separation of personnel, as managed by the Human Resource Development Section.

2. SCOPE

This work instruction is used in the separation process in BuCor.

3. DEFINITION OF TERMS

Separation	<ul style="list-style-type: none"> Termination from employment (retirement, death, resignation, dropping, dismissal, transfer)
ERBS	<ul style="list-style-type: none"> Employee Relations, Benefits and Services
DC	<ul style="list-style-type: none"> Director of Corrections
HRDS	<ul style="list-style-type: none"> Human Resource Development Section
HRMO	<ul style="list-style-type: none"> Human Resource Management Officer
DBM	<ul style="list-style-type: none"> Department of Budget and Management
GSIS	<ul style="list-style-type: none"> Government Service Insurance System

4. DETAILS

Item No.	Activity	Responsibility	Interface
4.1	Receives and checks date of effectivity of letter intent to retire, resign, and transfer, death certificate and final resolution/judgment	ERBS	<ul style="list-style-type: none"> Retirement/ Resignation Letter NSO Death Certificate Final Resolution/Judgment
4.2	Consolidates and prepares list of employees for separation for the year	ERBS	<ul style="list-style-type: none"> Retirement/ Resignation Letter NSO Death Certificate Final Resolution/Judgment
4.3	Prepares General Clearance/Radiogram re: Clearance and Request for Clearance from the Civil Service Commission and Office of the Ombudsman.	ERBS	<ul style="list-style-type: none"> List of employees for separation for month Retirement/ Resignation Letter NSO Death Certificate Final Resolution/Judgment



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Item No.	Activity	Responsibility	Interface
4.4	Forwards to different Chief Division/PPF's for checking of accountabilities	ERBS	<ul style="list-style-type: none"> • General Clearance • List of employees for separation for month • Retirement/Resignation Letter • NSO Death Certificate • Final Resolution/Judgment
4.5	Checks Accountabilities	Division Chiefs	
4.6	Signs General Clearance/Issues PPF's Clearance	Division Chiefs	<ul style="list-style-type: none"> • General Clearance • List of employees for separation for month • Retirement/Resignation Letter • NSO Death Certificate • Final Resolution/Judgment
4.7	Receives signed clearance and PPF's Clearance	ERBS	<ul style="list-style-type: none"> • General Clearance • PPF's Clearance • List of employees for separation for month • Retirement/Resignation Letter • NSO Death Certificate
4.8	Forwards to Office of the Director for approval and signature	ERBS	
4.9	Reviews and evaluates General Clearance	DC	
4.10	Signs Clearance	DC	<ul style="list-style-type: none"> • General Clearance • PPF's Clearance • List of employees for separation for month • Retirement/Resignation Letter • NSO Death Certificate
4.11	Receives approve clearances	ERBS	

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Item No.	Activity	Responsibility	Interface
4.12	Photocopies, files General Clearances and releases to requesting party	ERBS	<ul style="list-style-type: none"> • Approved General Clearance • PPPF's Clearance • List of employees for separation for month • Retirement/Resignation Letter • NSO Death Certificate • Final Resolution/Judgment

5. REFERENCES

- 5.1 The Civil Service Law and Rules
- 5.2 Republic Act 8291 "GSIS Act of 1997"
- 5.3 GSIS Retirement and Other Social Insurance Benefits