



HUMAN RESOURCES DEVELOPMENT

Archbishop Gabriel M. Reyes St.
5600 Kalibo, Aklan, Philippines

RETIREMENT APPLICATION FORM

1. Name: _____
(Surname) (Given Name) (Middle Name)

2. Present Address: _____

3. Date of Birth: _____ 4. Civil Status: _____

5. Name of Spouse: _____

6. Children (If any):

Name

Date of Birth

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Beneficiary/ies:

Name

Relationship

_____	_____
_____	_____
_____	_____

8. Record of Employment in Aklan Catholic College (starting from the latest)

Job Title or Assignment

Department

From To

Salary

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Do you have a broken service record with Aklan Catholic College? Yes () No ()

If Yes give particulars: _____

10. Give the exact date of your retirement affectivity: _____

11. Total Number of years served with Aklan Catholic College: _____

12. Latest salary received (Amount): =P= _____

I declare under penalties of perjury that the answers and/or data given above are true and correct to the best of my knowledge and belief.

Accomplished

Signature

Thumb mark

Left
Thumb

Right
Thumb

Verified and Checked
Office of the Human Resources Development

HRD Officer