

Ministry of Education -Teacher Administrative Services (TAS)

Standard Submission Package for **Resignation**

Part1:Teacher to Provide to Management

1	Social Security Card (certified copy)	Required. Must be valid with enough life on if to exceed the expected date of retirement. If it is expired already, it must be updated asap since payment of benefits will not be made if there is no <i>valid</i> SS card.
2	Birth Certificate (born Belizean) OR Birth Certificate and Nationality Certificate (naturalized Belizean)(certified copy)	Required. ONLY the New Version of birth certificate is accepted; any teacher who has the old version must apply for an updated one to submit. <i>A passport ID page is no longer accepted.</i>
3	Marriage Certificate / Divorce Certificate (certified copy)	As applicable. For a female teacher who is married/divorced teacher; this is required for confirmation of the change of name after marriage/divorce.
4	Deed Poll (certified copy)	As applicable. If there was a substantiative change to the original name on the teacher which would actually amend the birth certificate, itself.
5	Affidavit (on Declaration Form)	As applicable. Once the teacher uses various versions /spelling of his/her given names on any application for leave or any other document they submitted over the many years of his/her teaching career.
6	Resignation /Option Letter	Required. Letter must be sent in by teacher to formally request resignation. <i>If the teacher has 15 or more years of continuous service, and is thus eligible for pension)</i> the letter must also state which pension option (reduced pension and gratuity or full pension) the teacher prefers. The teacher must notify the Management (in writing) not less than one month prior to the date of the resignation. See Rule 73 (1 - 5) for futher details regarding resignation notice and related benefits.

7	Bank or Credit Union Information	Required. The teacher must have a credit union or bank account that is in his/her name. This account is the one to which any benefits (once approved) will be deposited. Name of teacher as account holder must be identical to that of the teacher's name on the valid social security card.
8	GOB Vendor Authorization Form	Required. This form needs to be completed so the information can be entered on the GOB payment system for the disbursement (direct deposit) of the benefits. If the teacher is not on GOB payment system then he/she will not be able to receive the benefits/monies. The account verification details (that are to be attached to the form) must be directly from the CU/ bank (letter or copy of a CU/bank statement that bears the CU/bank name or logo)OR a copy of the CU/bank book itself showing name of CU/bank and account number.
9	Teacher's Phone Number and Email	Required. This information is vital so that any missing information relevant to processing of the file may be requested from the teacher. Both phone and email must be current and checked timely by the teacher but the email will be the first means of communication to request and/or share information about the progress of the teacher's file.

Part 2: Management to Prepare, Attach to Tchr's Submission and Forward to TAS

1	Acceptance Letter of Resignation	This letter attests to the Management's acknowledgement and mutual agreement between Management and teacher to a specific date for the teacher's resignation. This letter officially activates the processing of the teacher's file. <i>Late submission of the notice of resignation to the Management by the teacher and subsequent submission by Management to TAS may adversely affect the timeliness of the processing of any benefits due to the teacher. Teacher is advised to follow up to ensure that the complete resignation package is submitted to TAS.</i>
2	Salary Register	Required. Must be provided by the Management. It is to provide a comprehensive record of the monthly salary (and allowances) earned by the teacher for the last five years of service prior to the date of retirement.

Part 3: TAS to Vet Management's Submission Against P-file and Request Additional Documents, if Required

1	Increment Certificates/Forms IF necessary MUST be provided by Management	Required for each complete year of service to verify either the approval or non-approval of an increment over the career/service of the teacher. Helps to establish continuity of service and accuracy of salary (both scale and point). If the p-file is reviewed by TAS and there are missing increment certificates, the MANAGEMENT will be required to submit them to complete the teacher's file.
2	Employment Contracts (approved by Ministry of Education) IF necessary MUST be provided by TEACHER	Required for each consecutive period of employment throughout the teacher's service. Approval of employment via an official Ministry of Education(MoE) Letter or Memorandum must be on file to confirm the first instance when the teacher entered the Teaching Service and each subsequent instance when the teacher was <i>re-engaged in a new post (as may be applicable)</i> within the Teaching Service (either with the same or different Management) over the career of the teacher. <i>If a particular employment period cannot be confirmed via an official letter or memo from the MoE then the TEACHER MUST get an affidavit/declaration to confirm that particular employment period.</i>
3	Social Security History IF necessary MUST be provided by TEACHER	As applicable. It is used to provide additional verification of employment if employment letters/contracts are not available and affidavits have to be used to address any gaps in continuity of service. ONLY required if the TEACHER'S p-file has gaps or discrepancies in the employment history. Nevertheless, it is still advised that all TEACHER'S apply for it from now since they will need it at the age of 60 to confirm eligibility of their social security benefits. It is advised that they apply through the main SSB office in Belmopan to get the most comprehensive record.