



## CITIZEN'S CHARTER NO. R6-AF-03.PROCESSING OF RETIREMENT BENEFIT

This Service is made upon request of DENR personnel who retired from the government service.

<b>Office or Division:</b>	Personnel Section, Administrative Division, DENR Regional Office VI, Iloilo City	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction</b>	G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Internal: Retirees of DENR Region VI External: External Clientele who are authorized party or representative	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Application for Retirement</li> <li>2. Certificate of Leave Balance</li> <li>3. Service Record</li> <li>4. Latest Appointment</li> <li>5. Notice of Step Increment</li> <li>6. PENRO Clearance (if Field office)</li> <li>7. CENRO Clearance</li> <li>8. GSIS Clearance</li> <li>9. Authorization to Deduct all financial obligations with the Agency</li> <li>10. Affidavit of claimant that he/she has no pending Administrative Case</li> <li>11. Latest SALN</li> </ol>		Personnel Section  Personnel Section  Personnel Section  Retiree  Retiree  Retiree  Retiree  GSIS  Retiree



	Retiree			
	Retiree			
<b>Additional if from the Government Sector</b>				
<b>Additional if applicant is a representative</b>				
12. _____ (1 original, notarized)		Legal Heir/s		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Accomplish application for Retirement	1. Assist Retirees applying for retirement;	None	15 min.	<i>Retirement In-Charge</i>
	2. Encoding and printing of Regional Clearance after submission of the required documents;	None	30 min.	<i>Retirement In-Charge</i>
	3. Circularized Clearance for signature of Key Officials concerned	None	1 month	<i>Officials concerned</i>
	4. Receives and checks the documents as to their completeness	None	3 min.	<i>Retirement In-Charge</i>
	5. Prepares 1) Checklist of Requirements; 2) List of Retirees to Support Special Budget Request for the	None	1 week	Retirement In-Charge



	approval of the RED			
	6. Prepares transmittal for signature of the RED	None	1 min.	Receiving/Releasing Clerk
	7. Submits the documents to the Records Section for mailing	None	1 min.	Receiving/Releasing Clerk
<b>TOTAL:</b>		<b>None</b>	<b>1 month 5 days1 hour and25 min</b>	