

## 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>
1. Checklist of Requirements (Per DBM CL No. 99-4 dated February 9, 1999)	Personnel Section
2. List of Actual Retirees to Support Special Budget Request	Accounting Section
3. Application for Terminal Leave	Retiree
4. Certificate of Leave Balance	Personnel Section/PENRO/CENRO HRM Unit
5. Service Record	Personnel Section/PENRO/CENRO HRM Unit
6. Latest Appointment	Retiree
7. Latest Notice of Salary Adjustment (NOSA)	Retiree
8. Latest Notice of Step Increment (NOSI)	Personnel Section/PENRO/CENRO HRM Unit
9. Regional Clearance	Personnel Section/PENRO/CENRO HRM Unit
10. PENRO Clearance (if from the field office)	PENRO HRM Unit
11. CENRO Clearance (if from the field office)	CENRO HRM Unit
12. GSIS Clearance	GSIS
13. Ombudsman Clearance	Ombudsman Visayas
14. Authorization to Deduct all Financial Obligations with the Agency	Retiree
15. Affidavit of Claimant that He/She has no Pending Administrative Case	Retiree
16. Declaration of Pendency/Non-Pendency of Case	Retiree
17. Breakdown of Retirees Deductions	RO/PENRO Accounting Section
18. Latest Statement of Assets, Liabilities and Net Worth	Retiree

(SALN)				
19. Approved Financial Plan		Budget Section		
20. Certified Machine Copy of Leave Cards		Personnel Section/PENRO/CENRO HRM Unit		
21. Certification of Lacking Leave Cards (if any)		Personnel Section/PENRO/CENRO HRM Unit		
22. Certification of Non-availability of Funds		Budget Section		
23. Certification of No PS Savings		Budget Section		
24. Justification of Non-payment of Prior Years		Budget Section		
<b>ADDITIONAL DOCUMENTS FOR SUBMISSION IN CASE OF DEATH CLAIM</b>				
25. Certification Identifying the Legal Heirs		Legal Division		
26. Death Certificate Duly Authenticated by PSA		Legal Heir/Authorized Representative		
27. Marriage Contract Authenticated by PSA		Legal Heir/Authorized Representative		
28. Birth Certificate of All Surviving Legal Heirs Authenticated by PSA		Legal Heir/Authorized Representative		
29. Waiver of Rights of Children who are 18 years old and above		Legal Heir/Authorized Representative		
<b>Additional if from the Government Sector</b>				
<b>Additional if Applicant is a Representative</b>				
30. _____ (1 original, notarized)		Legal Heir/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Intent to Retire (for Optional Retiree only)	1. Prepares memorandum for approval of the Regional Executive Director	None	15 min.	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>
	2. Forwards memorandum for the signature of Regional Executive Director	None	3 days	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>
2. Accomplish Application for Terminal Leave	3. Assists retirees applying for terminal leave	None	15 min.	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>

3. Request for Regional Clearance	4. Encodes data and prints regional clearance form	None	15 min.	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>
	5. Requests retiree to sign regional clearance	None	10 working days (depends on the availability of the retiree)	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>
	6. Circularizes clearance for signature of concerned officials and Inform retiree if there is a problem in his/her clearance (e.g. Standing loan with DEMCO and PARs for settlement with the GSS)	None	30 working days (return of clearance depends on the availability of the signatories; and actions of concerned offices depend on the response of the retiree on his/her compliance on the lacking requirements needed by the lending institutions, GSS and/or Accounting Section)	<i>Concerned officials Retiree</i>
	7. Receives and checks the documents as to their completeness	None	10 min.	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>
	8. Submits checklist of requirements for the signature of the Regional Executive Director	None	15 min.	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>

	9. Prepares transmittal to the Central Office for endorsement of the Regional Executive Director	None	10 min.	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>
	10. Mails the documents to the Central Office through the Records Unit	None	5 min.	<b>Gloria A. Drilon</b> <i>Administrative Officer II Personnel Section</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 month 21 days, 1 hour &amp; 25 min</b>	