

APPLICATION AND ISSUANCE OF OMBUDSMAN CLEARANCE

A. WHO MAY FILE?

- Any person may file an application for his or her own Ombudsman Clearance personally or through a duly authorized representative
- Heads of departments, offices, agencies, bureaus, or their duly authorized representatives, with respect to their own personnel or under the terms of existing memoranda of agreement
- Chairpersons or duly authorized representatives of the Judicial bar Council, Commission on Appointments and other search and selection committees or bodies, as to their respective applicants/nominees.

DURATION:



MINUTES

B. WHAT ARE THE REQUIREMENTS?

- Duly accomplished Application for Ombudsman Clearance (If filed by the applicant personally or through a duly authorized representative)
- Formal request addressed to the Ombudsman (If filed by those enumerated in A other than the applicant or his duly authorized representative)
- Certified true copy of the Service Record reflecting the date of retirement/resignation, or, where applicable, the personal data or information sheet.
- Government issued ID of the applicant/duly authorized representative.

C. WHEN TO FILE?

- An application or request for issuance of Ombudsman Clearance may be filed at any time. However, for retirement purposes, the application shall be filed not earlier than six (6) months prior to the date of retirement of the applicant.

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	RESPONSE TIME	PERSON IN CHARGE	FEES	FORMS
1	FILING: a. Fills-out Visitor's Slip b. Fills-out OMB Clearance Application Form (CAF) c. Submits CAF and requirements d. Gets Claim Slip	e. Greets applicant f. Receives accomplished CAF and requirements g. Examines documents for completeness h. Stamps "RECEIVED" on the CAF	10 minutes	Desk Officer	None	Visitor's Slip OMB Clearance Application Form Claim Slip

		i. Issues Claim Slip				
2		a. Encodes information of applicant	10 minutes	Encoder	None	
3		a. Verifies records of applicant from Complaint and Case Monitoring System (CCMS) and other OMB Systems b. 1. If without case, print out clearance 2. If with case, print out certification with cases/s [release date within three (3) days] c. Submits to authorized signatory for approval	40 minute	Verifier	None	
4		a. Reviews documents b. Signs OMB Clearance/Certification with Case	10 minutes	Authorized Signatory	None	
5	CLAIMING: a. Presents Claim Slip b. Signs the logbook c. Receives the OMB Clearance d. Fills-out Feedback Form e. Gets Visitor's Slip for release of ID at the Lobby Guard	a. Retrieves OMB Clearance b. Affixes dry seal c. Requests claimant to sign in the logbook d. Releases OMB Clearance e. Reminds client to drop Feedback Form in the designated box at the ground floor lobby f. Signs Visitor's Slip	10 minutes	Desk Officer	See Table for Payment	Claim Slip Feedback Form Visitor's Slip
END OF TRANSACTION						

PURPOSE OF APPLICATION	FEE
Retirement, Resignation, Death Claim, Rationalization	P100.00
Employment, Promotion, Transfer, Appointment, Confirmation, Discharge, Foreign Assignment, and Grant of Benefits unrelated to the preceding purpose	P150.00
Foreign Travel, Study Grant/Scholarship, Recognition/Awards, Leave Application, Loan Application, Change of Name, Requirements by the JBC, CSC, CESB, PRC, GCG, DFA, DOLE, Bureau of Immigration, LTO, NBI, PNP and other agencies, Other purposes	P200.00
Permit to Carry Firearms, Fidelity Bond, and Bonding Requirement	P500.00
Firearm License	P1000.00