

Bureau of Fire Protection - NCR Citizen's Charter

Terminal Leave Claim

REQUIREMENTS

- * Endorsement from Region
- * Landbank ATM Account Form and Colored Photocopy of Landbank ATM Card
- * Latest Personal Data Sheet (PDS) w/ latest picture
- * Retirement Order with 1 rank higher (if qualified)
- * Service Record (Station/Region/NHQ)
- * Plantilla / Absorption Order / Original Appointment
- * Latest Appointment
- * Certificate of non-pending case (Station/District/Regional)
- * Ombudsman Clearance (Original)
- * Certificate of Pendency / Non-pendency Case from CSC (Original)
- * Latest Pay Slip

Steps		Duration	Person in Charge
1	Receive and record application for 3 years advance Lump Sum	5 mins	Morale & Welfare Staff
2	Review the documents	7 mins	Morale & Welfare Staff
3	Endorsement of 3 years advance Lump Sum	5 mins	Morale & Welfare Staff

END OF TRANSACTIONS

