

Salary Assignment Section.

Salary Assignment Section, formerly called the Class E Allotment Section was first established in 1972 similar to that section in GHQ AFP pursuant to Circular No. 37 dated June 22, 1972. This Circular was applied in the Military and was also adopted by former members of PC/INP Uniformed Personnel. In August 21, 1995, PNP Circular No. 95-005 was formulated and in effect because of a new PNP law which was enacted in 1991. On October 4, 2005, PNP Circular No. 2002-001 was superseded by PNP Circular Number 2005-001 in order to cope up with the changing times and be more responsive to the present situation.

The Salary Assignment system was devised and implemented in order to lessen the burden of the PNP personnel in sending their financial assistance to their families, loved ones or anybody whom they have a periodic/regular financial assistance or commitment.

This Section facilitates the application for Salary Assignment of both Police Commissioned and Non-Commissioned Officers of the PNP. This Section likewise prepares replacement vouchers for those assignees whose issued CFCs were staled due to unclaimed remarks. It cancels CFCs of assignees whose assignors were reported AWOL, suspended, retired/separated, or deceased. It also answers inquiries from assignees and indexes CFCs issued to the assignees.

Report of Changes to effect new application and request for changes such as increase or decrease in the amount of allotment, change in status of the assignor and change of address shall be made in writing by the assignor thru channels; cancellation or discontinuance of assignment maybe made thru the written request of the assignor with the concurrence/consent of the assignee and recommendation of his immediate Chief of Office upon proper investigation of the necessity for cancellation or discontinuance of the assignment, are prepared by the Salary Assignment Section of PNP Finance Service and transmitted to PNP Computer Service for implementation.

The policies states that any married police personnel who does not live together with his wife and/or children in the conjugal abode due to the exigencies of the service is required when so requested by his wife and/or children; any married police personnel who is exempted from the obligation of supporting his spouse, for reason provided by law or court order, is required to give a reasonable monthly allowance in favor of his legitimate child or children; any unmarried police personnel who has difficulties in remitting his pay to his dependent due to the great distance of his place of assignment may execute a Salary Assignment. Whenever the prospective Assignee is a person who is NOT the lawful spouse, legitimate unmarried minor children, legitimate father or mother, or legitimate brother or sister of the Assignor, the Chief of Office shall conduct an inquiry or investigation on the matter with a view of determining whether the application for assignment arose from illegitimate or common-law relationship involving the Assignor. If in the affirmative, the application shall be disapproved and the record of inquiry or investigation together with the supporting papers shall be forwarded through channels to the office of the appropriate Disciplinary Authority who has jurisdiction for dispositive action. The amount to be allotted should be specifically stated and should be subject to the provision of the New Civil Code and Family Code of the Philippines and other pertinent laws.

CFCs are printed once a month and the Schedule of Release is every 25th day of the month.

1) Definitions.

- (a) Salary Assignment refers to a definite portion of the Salary which a police Commission or Non-Commissioned Officer has authorized to be paid to his dependent/s as defined hereunder.
- (b) Assignor is the person who makes the assignment.
- (c) Assignee refers to the person or dependent to whom the Salary Assignment is being paid.
- (d) Dependent refers to the lawful spouse, unmarried legitimate minor children, dependent legitimate father or mother, or unmarried legitimate brother or sister, in such order or precedence, as may be designated in the official records of the uniformed PNP personnel with Record Management Division, DPRM.

2) Guidelines on the processing of Salary Assignment Application.

- (a) Applicant (PNP Uniformed Personnel) must fill-out application form for Salary Assignment legibly and completely with his signature affixed and must also be indorsed by his immediate Chief of Office;
- (b) Applicant must attach to the application form the following requirements such as: latest payslip, PNP ID (back to back), Marriage Contract and/or Birth Certificate;
- (c) Applicant must submit his/her application form to the Regional Finance Service Office where he/she is presently assigned for processing and scrutiny;
- (d) Consequently, RFSO will indorse same to PNP Finance Service (Attn: Salary Assignment Section) for further evaluation prior approval by the Director, Finance Service;
- (e) Upon approval of the D, FS, SAS will prepare change report/indorsement to the PNP Computer Service for the implementation/printing of assignee's CFC (check);
- (f) Printing of check of assignee will be implemented two (2) months after the date of submission to PNP Computer Service; and
- (g) Check is printed once a month and will be release to assignee concerned every 25th day of the month.

3) Policies on Salary Assignment.

- (a) Any married police personnel who does not live together with his wife and/or children in the conjugal abode due to the exigencies of the service is required when so requested by his wife and/or children to execute a Monthly Salary Assignment in their favor, provided that the said police personnel does not give regular monthly support to his wife and/or children.
- (b) Any married police personnel who is exempted from the obligation of supporting his spouse, for reason provided by law or court order, is required to give a reasonable monthly allowance in favor of his legitimate child or children, if he has any, and in case of difficulty, he may execute a Salary Assignment.
- (c) Any unmarried police personnel who have difficulties in remitting his pay to his dependent due to the great distance of his place of assignment may execute a Salary Assignment.
- (d) Such deductions shall not reduce the employee's monthly net take home pay to an amount lower than Three Thousand Pesos (P3,000.00), after all authorized deductions.

4) Flow of Salary Assignment Claim.

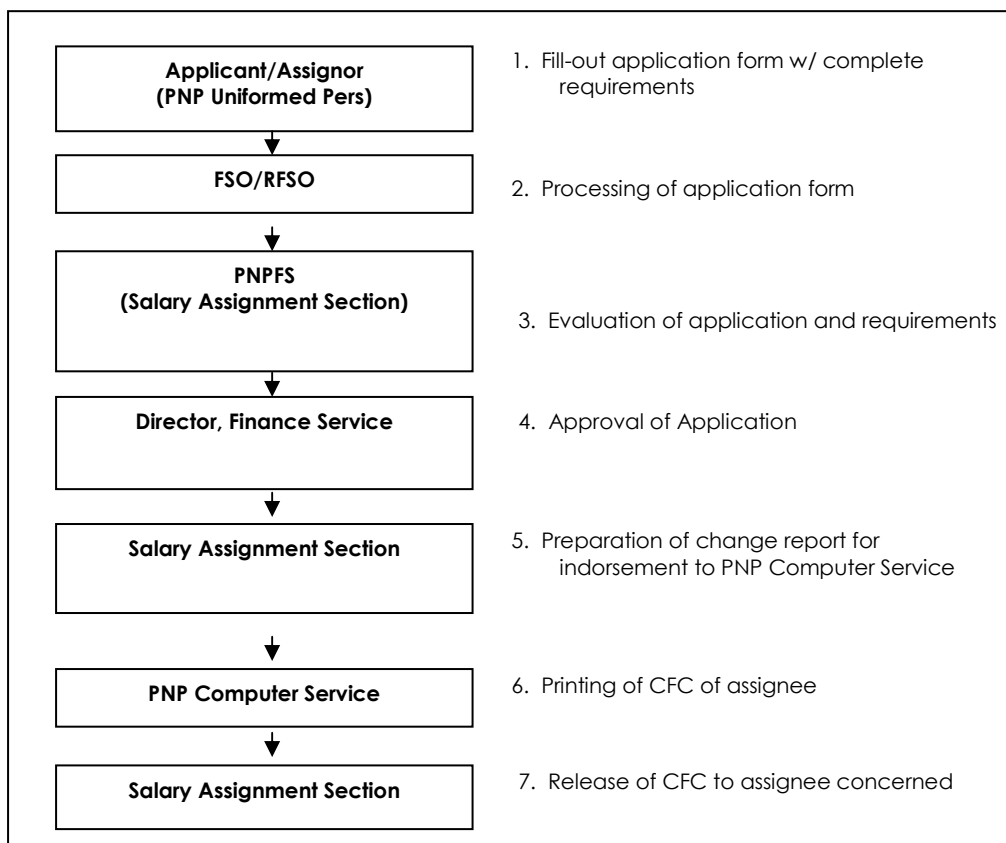


Figure 3.4 The flow of salary assignment claim

1) Background of the PNP Retirement System:

On January 2, 1991 the Philippine National Police was created as a Bureau under the umbrella of the Department of the Interior and Local Government by virtue of the Republic Act No. 6975 otherwise known as the DILG Act of 1990.

As in any other organization, the PNP embarks on programs to enhance the welfare and morale of the constituents. These programs include and zeroed on the professionalization of its ranks, enforcement of discipline and more importantly, the Fourth Interim Salary increase of its personnel in 1997.

Financially and psychologically, these are some ways of ensuring the well-being of the PNP personnel. However, this self-actualization and enhancement processes must be a dynamic and continuing and that is to include the assurance of a better, secured life after retirement of its members. The PNP is therefore morally obliged to take care and ensure the socio-economic security of its retired personnel.

At present, the retirement, separation benefits and pension of PNP personnel are funded from the annual appropriation of the government. There are two (2) separate offices directly involved in these activities namely:

- (a) Benefits and Pension Administrative Division (BPAD) of the Directorate for Personnel and Records Management (DPRM), and
- (b) Pension and Gratuity Section (P & GS) of the PNP Finance Service.

2) Mission, function and Organizational Set-Up of BPAD and Pension & Gratuity

(a) BPAD, ODPRM:

Administer the retirement and separation benefits in the PNP and process benefits claim of personnel assigned at NHQ, PNP and NSUs.

Its functions are to implement, procedures and plans pertaining to the processing of benefits claims and administration of the PNP retirement separation benefits system in the PNP. Consolidate all documentary requirements including clearances, personnel records and prepares disbursement voucher for benefit claims.

They also serve as the communication link between the PNP and retirees, beneficiaries and assist them through the conduct of a nationwide information drive of the PNP retirement, separation and benefits system.

(b) Pension and Gratuity Section, PNPFS:

Mission is to provide financial service to the PNP retirees and pensioners.

Its functions are to receive, distribute, release and account CFC intended for retirees and pensioners. It also prepares disbursement vouchers for replacement of stale checks and cancellation of erroneously printed CFC.

3) Guidelines for Retiring Police Commissioned Officers and Police Non Commissioned Officer.

There are three (3) kinds of categories of retirement: Optional retirement, Compulsory retirement, and Death and Permanent Disability or Incapacity.

Upon accumulation of at least Twenty (20) years of satisfactory active service, a Police Commissioned Officer (PCO) or Police Non Commissioned Officer (PNCO) may, at his own request and with approval of the National Police Commission (NAPOLCOM), be retired from active Police service.

- (a) Compulsory Retirement. Under Section 39 RA 6975, a PCO or PNCO can be Compulsorily retired if they reach the age of fifty six (56) years old; Provided that in case of any officer with the rank of Police Chief Superintendent, Director or Deputy Director General, the NAPOLCOM may allow his retention in the service for an unextendable period of one (1) year. In Sec 3a of Resolution no 8 of the NAPOLCOM Board of Officer it states that Upon attaining fifty six (56) years of age with at least ten (10) years of active service, a PCO or PNCO shall be compulsorily retired and be authorized retirement gratuity or pension benefits prescribed in Sec 11 of this resolution (Resolution Nr 8); Provided that in case of any officer with the rank of Police Chief Superintendent, Director or Deputy Director General, the NAPOLCOM may allow his retention in the service for an unextendable period of one (1) year.
- (b) Optional Retirement. Under Section 40 RA 6975, upon accumulation of at least twenty (20) years of satisfactory active service a PCO or PNCO could apply and if approved by NAPOLCOM can be Optionally retired from the service.
- (c) Total Permanent Physical Disability. Section 73 of RA 6975 as amended by Section 35 of RA 8551, a PCO or PNCO after accumulating at least twenty years of active service incurs total permanent physical disability in the line of duty shall be compulsorily retired; Provided that if he has accumulated less than twenty (20) years of active service, he shall be separated from the service and be entitled to a separation pay equivalent to one and one fourth (1 ¼) months base pay for every year of service or a fraction thereof, and longevity pay of the permanent grade he holds.

- (d) Death Benefits. Section 76 RA 6975, a PCO or PNCO and or their legal beneficiaries/ heirs shall be entitled to all benefits relative to the death or permanent incapacity of said personnel, as provided for in RA 6975 and/ or existing laws.
 - (e) IRH. Section 74 - retirement to the next higher rank for purpose of retirement pay may be retired in one grade higher than the permanent grade last held provided they have served at least one year of active service in the permanent grade.
- 4) Flow and Processing of Retirement Benefits.
- (a) Compulsory Retirement. A PCO or PNCO, who upon attaining fifty six (56) years of age with at least ten years (10) of active service prior to retirement are compulsorily retired from the PNP service and be authorized their retirement gratuity of pension benefits prescribed in Section 11 of Resolution No. 8. However, Sec 3a, of said Resolution, the NAPOLCOM may allow the retention in the service of any officer with the rank of Chief Superintendent, Director or Deputy Director General for unextendable period of one (1) year.
 - (1) When to prepare?
 - Six (6) months before the retirement date
 - Three (3) months before the retirement date
 - (2) What are the requirements needed?
 - Updated Service Record
 - Latest Promotion Order
 - (3) Where to submit?
 - RPHRDD (R-1) if you are assigned at the Regional Office
 - BPAD, ODPRM if you are assigned with NHQ and Separate Units

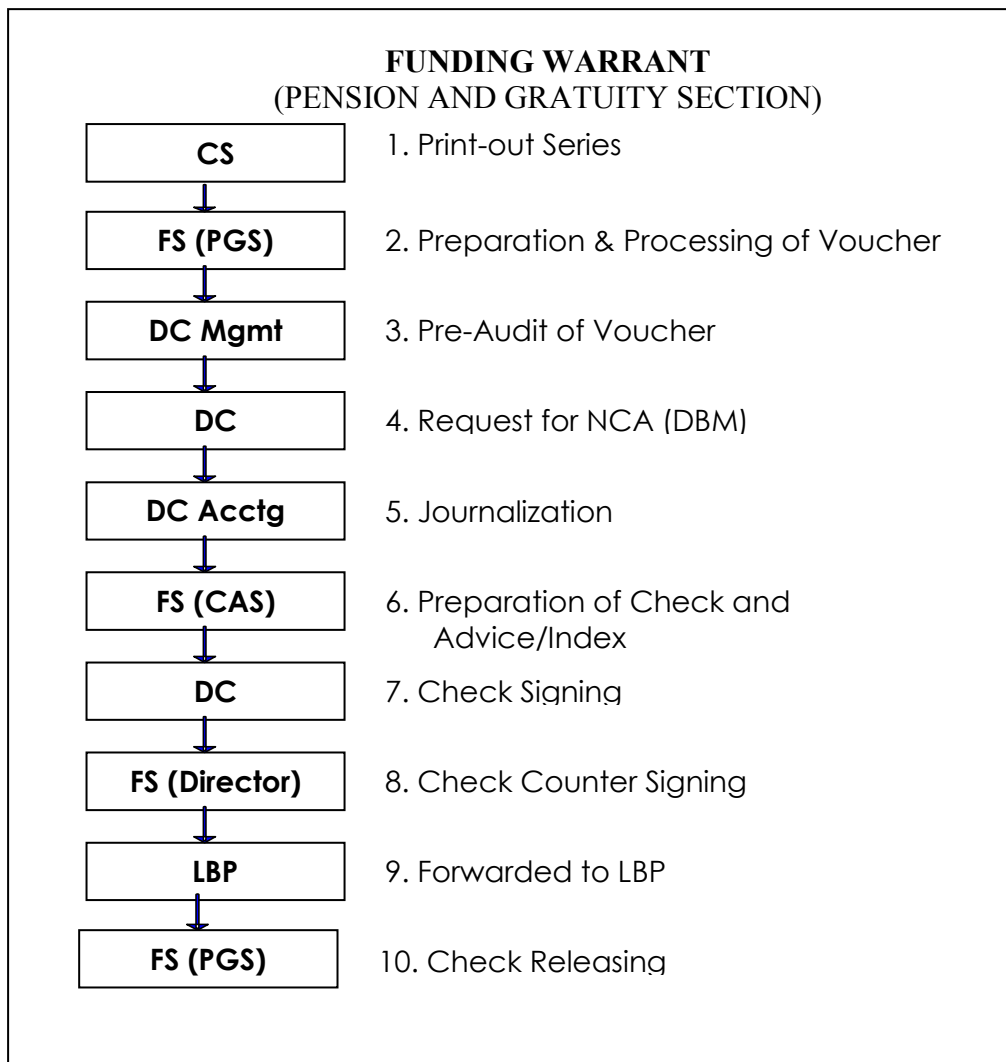


Figure 3.5 The flow of Funding Warrant

**Flow Chart on the Processing Of Retirement and Pension Claims
(Central Office)**

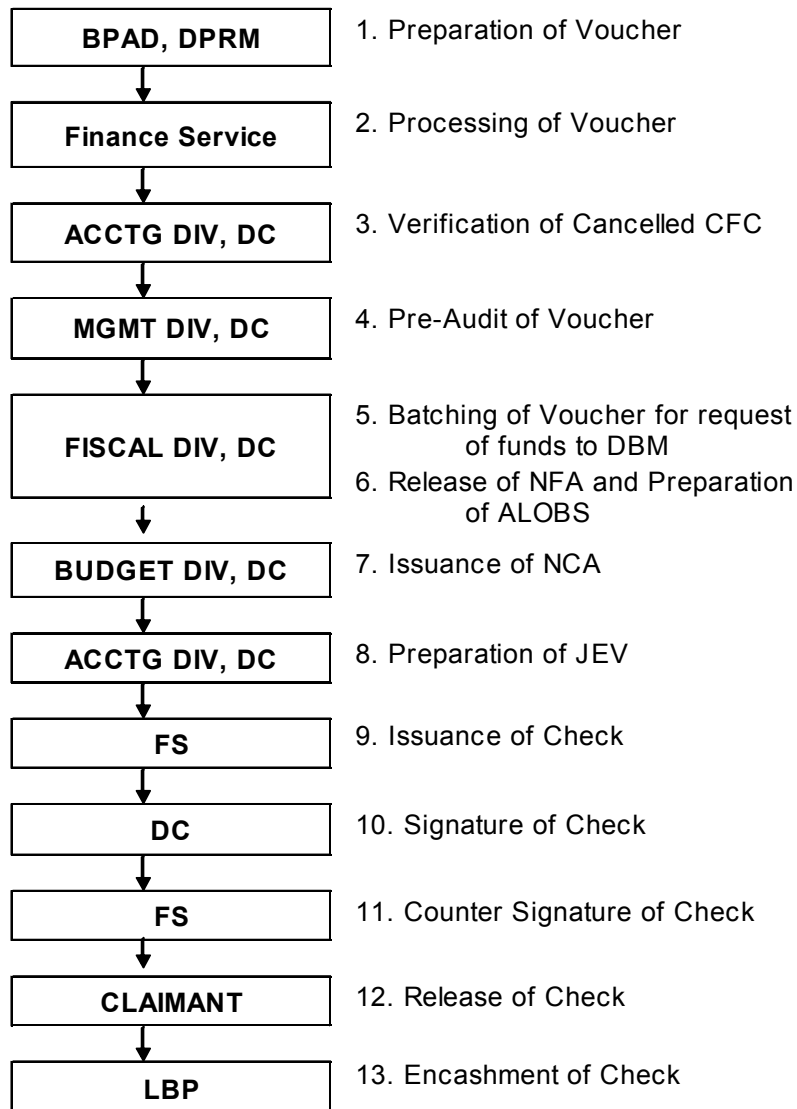


Figure 3.6 The flow of Retirement and Pension Claims process

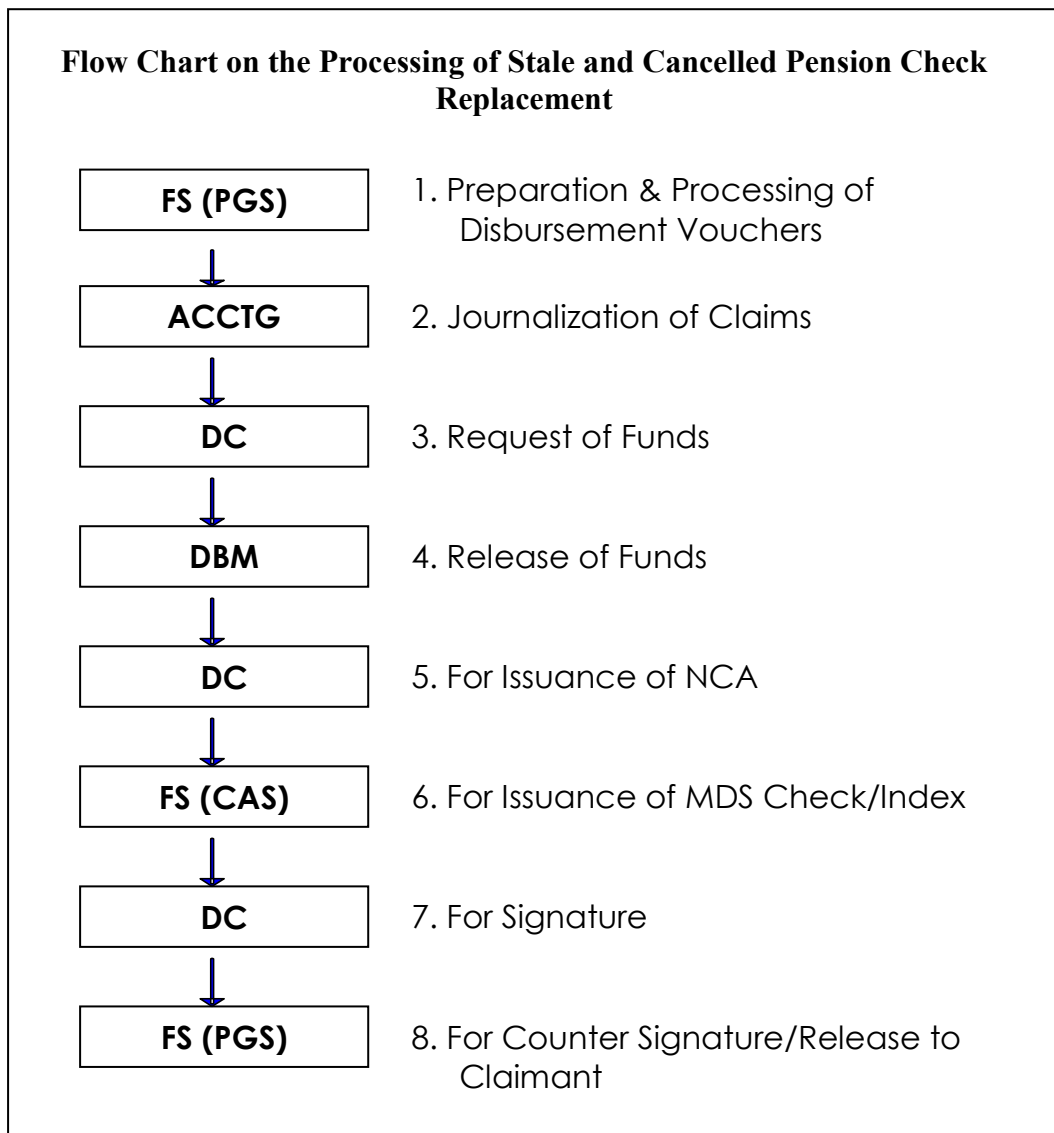


Figure 3.7 The flow of Stale and Cancelled Pension Check replacement

5) Legal mandate and other references:

- (a) Section 74 (RA 6975). Retirement in the next higher grade. Uniformed personnel covered under this act shall, for purpose of retirement pay, be retired in one (1) grade higher than the permanent grade last held provided that they have served for at least one (1) year of active service in the permanent grade.
- (b) Section 75 (RA 6975). Monthly retirement pay shall be fifty (50%) percent of the base pay and longevity of the retired grade in use of twenty (20) years of active service increasing by two and one-half (2.5%) percent for every year of active service rendered beyond twenty (20) years to a maximum of ninety (90%) percent for thirty six (36) years of active service and over.

- (c) NAPOLCOM Resolution Number 8 (Board of Officers) dated February 26, 1992. Resolution establishing a retirement and separation benefits system for the uniformed personnel of the Philippine National Police.

6) Requirements and procedure for retirement.

Usually a retiring PCO or PNCO is given enough time to prepare for his retirement papers. However it is sad to note that most of our retiring Police personnel do not know what to do and what papers or documents should be prepared upon retirement and where to submit said documents.

One way of facilitating in the preparation of retirement papers or documents, is that PCO or PNCO should have his own personal file or record from the day he was commissioned or enlisted into the Police service until he will retire from the Police service. Those police personnel who have few years more left in the active service but has no complete records of his own should already start looking and compiling said documents to avoid delay in the preparation and processing of their respective retirement benefits.

(a) Compulsory Retirement.

- (1) As early as eight months (8) months prior to compulsory retirement date, the Headquarters, through Project "Kalinga" are issuing the compulsory retirement orders together with statement of service records. The rationale behind this is to give the compulsory retiring PNP personnel ample time to complete the documents, including clearances, required for the approval and release of retirement claims.
- (2) Once the documents are completed, the completed retirement claims folder are to be submitted to the Chief, Benefit and Pension Administration Division (C, BPAD) of the Directorate for Personnel and Records Management (DPRM) not later than four (4) months before the compulsory retirement date through the Chief, Regional or NSU Personnel/Human Resource Development Division as the case may be.

(b) Optional Retirement.

- (1) As early as six (6) months prior to the intended optional retirement date, a retiring personnel should have already prepared the request for issuance of retirement orders for submission to BPAD. Following are the requirements for issuance of retirement orders:
 - Endorsement from Unit/Region
 - Basic Letter Request
 - Updated Service Record form PNP RMC
 - Latest Promotion Order
 - NAPOLCOM Clearance

- PLEB Clearance
- Non-Money/Property Accountability Clearance form Unit
- Non-Pending case from Unit

(c) Total Permanent Physical Disability:

- (1) NAPOLCOM Adjudication.
- (2) Updated Service Record from PNP RMC.
- (3) Latest Promotion Order.

(d) Requirement for PNP Command Clearance:

- (1) Retirement Order
- (2) Non-Money/Property Accountability Clearance from Unit
- (3) Certification of Turn-in Firearms from unit/region
- (4) SAO/RSAO Clearance
- (5) Updated Service Records from PNP RMC
- (6) Certification of Turn-in of Badge

7) Requirements/Supporting documents for payment of claims:

(a) Compulsory and Optional Retirement:

- (1) Retirement Order
- (2) Updated Service Record by RMD, PNP
- (3) Latest Promotion Order
- (4) Certificate of Last Payment
- (5) Money Clearance issued by DC
- (6) Property Clearance issued by DL
- (7) Legal Clearance issued by LS
- (8) Latest Asset and Liabilities

(b) Lump Sum claims:

- (1) Retirement Order
- (2) Updated Service Record from PNP RMC
- (3) Latest Promotion Order
- (4) Certificate of Last Payment
- (5) PNP Command Clearance
- (6) TIG Clearance
- (7) Ombudsman Clearance
- (8) NAPOLCOM Clearance
- (9) Clearance from: a. MBI b. GSIS c. AFPSLAI Latest Assets and Liabilities

(c) Commutation of Accumulated Leave:

- (1) Retirement Order
- (2) Updated Service Record from PNP RMC

- (3) Latest Promotion Order
- (4) Latest Assets and Liabilities
- (5) Certificate of Mandatory Leave
- (6) Non-Money/Property Accountability Clearance from Unit

(d) For Terminal Leave:

- (1) Retirement Order
- (2) Updated Service record by RMD, PNP
- (3) Latest Promotion Order
- (4) Certificate of Mandatory Leave
- (5) Non Money/Property Accountability from Unit
- (6) Latest Assets and Liabilities

(e) Requirement for Death Pension Claims:

- (1) Endorsement from Unit/Region
- (2) Posthumous Retirement/Separation Order
- (3) Death Certificate
- (4) LOD Bd Proceedings/Approved LOD Report
- (5) Investigation Report from Unit re: Death of Personnel
- (6) Updated Service Record from PNP RMC
- (7) Attested Appointment/Latest Promotion Order
- (8) Certificate of Last Payment
- (9) PNP Command Clearance
- (10) GSIS Clearance
- (11) MBI Clearance
- (12) Certificate of Beneficiaries from PNP RMC
- (13) Marriage Contract if Married
- (14) Birth Certificate of all minor legitimate/illegitimate children
- (15) Affidavit of Guardianship if there is any
- (16) Latest Statement of Assets and Liabilities

(f) Requirements for Transfer of Pension in case of Death

- (1) Retirement Order
- (2) Death Certificate
- (3) Certificate of Beneficiaries from RMC PNP
- (4) Marriage Contract if Married
- (5) Birth Certificate of Children
- (6) Decree of Entitlement

8) Computation of Retirement Benefits.

(a) Sec 39 of RA 6975 in relation to Sec 3a of NAPOLCOM Resolution no. 8

Compulsory retirement upon attainment of 56 year of age; however those with the rank of **C/ Supt, Dir, Dep. Dir Gen** whose service may be extended for unextendable period of one year by the President of the Philippines upon recommendation of the NAPOLCOM

Authorized retirement gratuity or pension benefits prescribed in
Sec 11 of NAPOLCOM Resolution no. 8:

(1) Formula.

Monthly Pension =
BASE PAY + LONGEVITY PAY x
% (Percentage allocated to length of service)

3 years Lump Sum = Monthly Pension x 36 months

5 years Lump Sum = Monthly Pension x 60 months

Examples:

SPO4 Juan Dela Cruz

Ret date: Sep 16, 1996

Total length of service:

34 years 7 months 18 days

34 years x 2.5%	=	85.000 %
7 months ÷ 12 x 2.5	=	1.458%
18 days ÷ 365 x 2.5	=	0.123%
Total Percentage		86.582%

Computation: IRH (Pay of Insp.)

Base pay = P 16, 667.00

Long pay = P 8, 334.00
P 25, 001.00

P 25, 001.00

X 86.582%

= **P21, 646.37** Monthly pensions

X 36 month

P 779, 269.17 3 years Lump sum

(2) Note.

- How the percentage (%) allocated to the length of service is arrived at (Sec 75, RA 6975)

Nr of years x 2.5 % = 34 years x 2.5 = 85%

Nr of months ÷ 12 x 2.5 = 7 months ÷ 12 x 2.5 = 1.458%

Nr of days ÷ 365 x 2.5 = 18 days ÷ 365 x 2.5 = 0.123%

- There is no difference in the computation of the retirement Gratuity or pension benefits of the compulsory and optional retirement. Only the length of service and the rank upon retirement make the difference.
- (b) Sec 40 RA 6975 in relation to Sec 2 of NAPOLCOM Resolution no 8 - Optional Retirement upon accumulation of at least twenty (20) years of satisfactory service; at his own request; and with the approval of the Commission shall be retired; and authorized benefits prescribed in Sec 11 of the same NAPOLCOM resolution.
- (c) Sec 73 Permanent Physical Disability in the relation to the following provisions of NAPOLCOM resolution No 8.
- (1) Retirement with Total Permanent Physical Disability (TPPD)
- Sec 5. Accumulated at least twenty (20) years of active service; incurs Total Permanent Physical Disability (TPPD) in the line of duty; considered compulsory retired; and authorized retirement gratuity or pension benefits prescribed in Sec 11 of this resolution.
 - Sec 6. Accumulated at least twenty (20) years of active service; incurs physical disability (PD) in the line of duty other than total permanent; may, at his own option be retired; authorized retirement gratuity or pension benefits as prescribed in Sec 11 of this resolution.
 - Note: For the benefits, the same formula as in compulsory and optional retirement.
- (2) Separation with TPPD
- Sec 8. Accumulated less than twenty (20) years of active service; incurs TPPD in the line of duty; separated from the service; authorized separation gratuity prescribed in Sec 13 of this resolution.
 - Sec 9 Accumulated less than twenty (20) years of active service; incurs PD other than total permanent in the line of duty; may at his option be separated from the service; authorized separation gratuity prescribed in Sec 13 of this resolution.
 - Formula. Separation of Gratuity as prescribed in Section 13 of NAPOLCOM Resolution No. 8

One and One fourth (1 $\frac{1}{4}$) month base pay and longevity pay of the permanent grade he holds for every year of active service or fraction thereof.

– 18 years 7 months 10 days

Computation:

Base pay = P 14, 538.00

Long pay = P 4,812.00

P 19,350.00

X **1 1/4**

24, 187.50

X 18 years

P 435, 375.00

For 18 years = P 435, 375.00

For 7 months = $P24,187.50 \times 7 \text{ mos} \div 12 = P 14,109.38$

For 10 days = P24, 187.50 x 10 days ÷ 365 = P 662.67

Total Separation Pay **P 450, 147.05**

- Disability Payable by the NAPOLCOM Pursuant to PD 1184:

Gratuity equivalent to one year's salary or P 6, 000.00 whichever is higher; Lifetime monthly pension equivalent to Eighty percent of the descendants salary; Reimbursement of reasonable expenses for medicines, medical attendance, hospital fees, necessary transportation and subsistence, if same had not been paid by PNP; restoration of deducted leave credits and scholarship to dependents.

- (d) Sec 17. Special Financial Assistance payable by the PNP pursuant to the provision of RA 6963 (This claim is filed at the unit of the deceased).
- (e) Sec 76 RA 6975 (Death Benefits) In relation to the provisions of NAPOLCOM Resolution No 8:
- (f) Sec 4. Twenty (20) years of active service; dies in the line of duty; considered compulsory retired for survivorship benefits under Sec 14 of this resolution.
- (g) Sec 14 Survivors shall be entitled to a monthly annuity or pension equivalent to 50% of his BP & LP based on the grade next higher than his separation grade to be divided among them in equal shares and with the right of accretion.

Note: Sec 4 & 14 always go together

Example:

SPO4 Pedro Guwapo

Length of Service – 34 years 7 months 18 days

Computation:

Base pay = P 16, 667.00

Long pay = P 8, 334.00

P25, 001.00

X 50%

P 12, 500.50 Monthly Pension of survivors (to be divided equally)

- (1) Note: For 20 years & above service, the computation of death benefits is based on the next higher grade
- (h) Sec 10. Less than twenty (20) years of active service; dies in the line of duty; shall be considered separated for survivorship benefits under Sec 15 of this resolution.
- (i) Sec 15. Survivors shall be entitled to a monthly annuity or pension equivalent to 50% of his BP & LP based on his separation grade to be divided among them in equal shares and with the right of accretion.

Note: Sec 10 & 15 above always go together; benefits here are computed based on the separation grade.

(1) Example:

SPO4 Romeo Bustamante

Length of Service – 15 years 8 months 3 days

Died – April 5, 1995

Computation:

Base pay = P 14, 538.00

Long pay = P 4, 812.00

P 19, 350.00

X 50%

= P 9, 675.00 Monthly Pension of survivors (to be divided equally)

(j) Commutation of Accrued Leave (CAL) Pursuant to EO 1077 (Dated Jan 9, 1986)

- (1) Sec 1. Commutation of Accumulated vacation and/ or sick leaves to his credit, exclusive of Saturdays, Sundays, Holidays, without limitation as to the number of days of vacation and sick leaves that he may accumulate.
- (2) Sec 2. Officials and employees shall be required to go on vacation leave for a minimum of five (5) working days annually. The head of office shall adopt a staggered scheduling of vacation leaves of personnel in his office. Provided, that he may, as the exigency of the service requires, cancel any previously scheduled leave.
- (3) Memo Circular 93-018. Incentives for Awards and its equivalent leave credits
 - Medalya ng Katangitanging Asal –
One (1) week service credits
 - Medalya ng Kagalingan –
One (1) day service credits
 - Medalya ng Kasanayan –
Four (4) days leave credits
 - Medalya ng Papuri –
Three (3) days leave credits
 - Medalya ng Sugatang Magiting –
Five (5) days leave credits
 - Medalya ng Ugnayang Pampulisya –
Three (3) days leave credits
 - Medalya ng Mabuting Asal –
Three (3) days leave credits
 - Medalya ng Paglilingkod –
Three (3) days leave credits

FORMULA: Nr of years x 30 days

Nr of month x 2.5 days

Nr of days x .08 days

= Total Nr of Leave Credits

For CAL:

$(BP + LP) \times \text{Nr of Leave Credits} \times 0.0478087 = \text{CAL}$

Example: SPO4 Juan Dela Cruz

Length of Service:

34 years 7months 18 days

34 years	7months	18 days
<u>x 30</u>	<u>x 2.5</u>	<u>x .08</u>
1020	+ 17.5	+ 1.44
= 1, 038.94 days		

BP = P16, 667.00

LP = P 8, 334.00

P25, 001.00

= P25, 001.00 x 1, 038.94 days x 0.0478087

= P 1, 241, 808.94 (CAL)

9) Procedure of Claims

- (a) Compulsory. The Headquarters, through Project “Kalinga” are issuing the compulsory retirement orders together with statement of service records as early as eight months (8) months prior to compulsory retirement date. The rationale behind this is to give the compulsory retiring PNP personnel ample time to complete the documents, including clearances, required for the approval and release of retirement claims.

Once the documents are completed, the completed retirement claims folder are to be submitted to the Chief, Benefit and Pension Administration Division (C, BPAD) of the Directorate for Personnel and Records Management (DPRM) not later than four (4) months before the compulsory retirement date through the Chief, Regional or NSU Personnel/Human Resource Development Division as the case may be.

Payment for the retirement claims maybe picked up by Finance Officers of the region concerned for release to the respective retiree. If the retiree wishes to come personally to Camp Crame, then it should be when the check is ready for release already. With this, financial burden of the retiree in coming to the NHQ will solve and at the same time, Red tape will be minimized.

- (b) Optional. The prospective retiree files his written request for optional retirement at his unit with attached documentary requirement for optional retirement six months prior to requested date.

BPAD prepares the endorsement for signature of DPRM to NAPOLCOM for approval of the Chairman;

Once approved, it goes back to the NHQ for the issuance of the optional retirement order and the retiree is informed in advance of the progress of his retirement;

Once orders had been issued, the retiree will now follow the procedure for the retirement claims.

- (c) Disability. The prospective retiree shall submit to BPAD his hospital records duly indorsed by the PNP General Hospital;

BPAD prepares endorsement to be signed by DPRM to NAPOLCOM for adjudication;

Once approved, it goes back to DPRM for issuance of retirement/ separation with TPPD;

Simultaneously, the retiree files his claims at the NAPOLCOM pursuant to PD 1184 and his claims at the PNP pursuant to RA 6975.

- (d) Death. The Survivor PCO/PNCO and the widow collect and consolidate the documentary requirements for the claims;

The Regional Benefits Claims Office (RBCO) checks the completeness and authenticity of the documents submitted;

BPAD/ RBCO prepares the posthumous order for publication;

Once orders are published, the complete documents are sent to the Legal Service to adjudicate the family documents and establish the legal heirs and claimant;

BPAD/ RBCO prepare and start processing of the Disbursement Voucher until it is funded and is ready for release.

10) Policies/Guidelines:

- (a) Pension and other retirement benefit checks, such as Lump Sum and CAL, shall be released only to the rightful owner or to the PNP retiree concerned.
- (b) When the retiree/pensioner is unable to personally claim his pension check, he shall issue a Special Power of Attorney (SPA) to the immediate member of his family. The pension check shall be released to the attorney-in-fact upon presentation of the SPA and valid ID of both the retiree and the authorized representative. However, for monitoring and control purposes, the issuance of said pension check to the

authorized representative shall be noted/approved by the Director, Finance Service or his authorized representative.

- (c) The pension and other retirement benefit checks intended for the retirees/pensioners at the NHQ and the National Support Units shall be released by and claimed at the Pension and Gratuity Section, FS. However, all pension checks intended for the retirees/pensioners of the Police Regional Offices (PROs) shall be released through their respective RFSOs/FSOs. In case the retiree/pensioner issued an SPA, the check shall be noted by the Chief, RFSO/FSO for monitoring/control purposes.
- (d) Only notarized Special Power of Attorney shall be accredited/recognized as a valid documentary requirement.
- (e) As a security measure in releasing MDS checks to claimants other than the retiree/survivor pensioner, the face of the check shall be stamped with "*Payees Account Only*".
- (f) PNP retirees with pending administrative or criminal cases filed against them shall not receive their retirement benefit claims unless acquitted by the competent court handling said case/s.

11) Release of Pension Checks.

- (a) Procedure in the Release of Initial Monthly Pension, Lump Sum and CAL.
 - (1) Individual Release. The retiree/survivor pensioner shall present the following requirements to the Pension and Gratuity Section, FS or at the respective RFSO/FSO concerned:
 - Original PNP retired ID and one other original valid ID (Driver's License, passport, SSS, TIN, etc.) and photocopy of the same;
 - Three (3) copies latest 2x2 pictures, all duly signed at the back by the retiree which shall be appended on the respective voucher claims: One (1) each for Lump Sum and CAL, and one (1) for file as reference.

The Check Releaser at the Pension and Gratuity Section, FS or at the RFSO/FSO shall verify the authenticity of the claim/claimant by comparing the documents submitted i.e. signature and photograph on the IDs with the attached documents on the corresponding DV and with that of the PNP records thru verification of General Information (GI) and pictures of retirees via the Shared Personnel Information System (PIS).

Upon receipt of his retirement benefit check, the claimant shall be required to print his rank, full name, home address, contact number

and shall affix his signature on the standard Acknowledgment Receipt of Payees/log book/pay data card being maintained by the PGS, FS.

(2) Release thru SPA. All claimants other than the retirees themselves, such as transfer pensioners and survivors who are immediate members of the retiree, shall present the following requirements to the Pension and Gratuity Section, FS or at the respective RFSO/FSO concerned:

- Duly notarized SPA authorizing the claimant to collect/receive the retirement benefit claims entitled to the retiree;
- Original PNP retired ID of the retiree and two (2) other original valid IDs (Driver's License, passport, SSS, TIN, etc.) of the attorney-in-fact/claimant. The office concerned with the processing of the retirement benefits DV such as BPAD and COA shall be furnished with photocopies of the SPA and of the aforesaid IDs; and
- Three (3) copies latest 2x2 ID pictures, of the attorney-in-fact/claimant. In cases where there are multiple claimants, submission of pictures made by the principal claimant should suffice.

The Check Releaser at the PGS, FS or at the RFSO/FSO shall verify that the SPA presented by the claimant is duly notarized and shall verify the authenticity of the claim by comparing the documents submitted i.e. signature and photograph on the IDs with the attached documents on the corresponding DV and with that of the PNP records thru verification of General Information (GI) and pictures of retirees via the Shared Personnel Information System (PIS).

Issuance of pension check to the authorized representative shall be noted/approved by the Director, FS or his authorized representative, or of the Chief, RFSO/FSO concerned.

Claimant shall then be required to print his full name, designation, home address, contact number and shall affix his signature on the standard Acknowledgment Receipt of Payees.

Any document with computerized, photocopied or lacking photo shall not be considered and will only cause delay.

(b) Procedure in the Release of Monthly Pension CFCs.

(1) When the claimant is the retiree himself, he shall present his PNP retired ID and one (1) other valid ID (Driver's License, passport, SSS, TIN, etc.) to the Check Releaser at the PGS, FS or at the Pension Section of the concerned RFSO/FSO. In cases when the retiree cannot personally claim their pension

CFC, he may authorize an immediate family member to claim his pension by issuing an SPA. The claimant/attorney-in-fact shall present the SPA, his PNP Dependent's ID and one (1) other valid ID (Driver's License, passport, SSS, TIN, etc.) to the Check Releaser, PGS, FS or at the Pension Section of the concerned RFSO/FSO.

- (2) For survivor pensioner, he shall present his PNP Dependent's ID and one (1) other valid ID (Driver's License, passport, SSS, TIN, etc.) to the Check Releaser, PGS, FS or at the Pension Section of the concerned RFSO/FSO.
- (3) Upon receipt of his pension check, the Check Releaser shall require the pensioner to sign in the standard Acknowledgment Receipt of Payee/pay data card indicating the full name of the latter and the date of the receipt.