

Division	Type of Claim	Requirements	Concerned Office / Person	Contacts & Means of Communication
Retirement Claims and Fund Management Division (RCFMD)	Commutation of Accumulated Leave	1. Retirement Order	Records Management Division (RMD, DPRM)	723-0401 Local 4352 PRBS SMS (0999) 1499941 (0927) 3816243
		2. Commutation Order		
		3. Updated Service Record		
		4. Breakdown of Leave Credits		
		5. Latest Promotion Order		
		Clearances:		
		6. Directorate for Comptrollership (DC)	DC	
		7. Directorate for Logistics (DL)	DL	
		8. Non-Money and Property Accountability	Unit	
		9. Authorization (Affidavit Form) to deduct all financial obligation	Claimant	
		10. Two (2) 2x2 pictures with name tag (submitted by retiree)		
		11. Statement of Assets, Liabilities and Net Worth (SALN) of Preceding Year	Retiree/Unit	
		12. Certificate of Last Payment (CLP)	Finance Service	
		For Deceased PNP Personnel		
1. Death Certificate (w/ O.R.)	Unit			
2. Line of Duty Status (LOD)				
3. Marriage Contract (w/ O.R.)	NSO / LCR (if not yet more than six (6) months)			
4. Marriage Contract of Parents –if Single (w/ O.R.)				
5. Advisory on Marriages - both husb. & wife (w/ O.R.) NSO or Local Civil Registry (LCR)				
6. CENOMAR on Deceased PNP Personnel				
7. Birth Certificate of Wife (w/ O.R.)				
8. Birth Certificate of Children (w/ O.R.)				
9. Certificate of Legal Beneficiaries		LIPD, PRBS		
10. Decree of Entitlement and Distribution				