

Division	Type of Claims	Requirements	Concerned Office / Person	Contacts & Means of Communication
Pension and Gratuity Division (PGD)	<ul style="list-style-type: none"> ○ Lump Sum ○ Gratuity ○ Outright/ Direct Pension 	<p>COMPULSORY / OPTIONAL / TPPD RETIREMENT</p> <ol style="list-style-type: none"> 1. Retirement Order 2. Updated Service Record 3. Latest Promotion Order <p>Clearances:</p> <ol style="list-style-type: none"> 4. Directorate for Comptrollership (DC) 5. Directorate for Logistics (DL) <ul style="list-style-type: none"> Sub-requirements for DL Clearance <ul style="list-style-type: none"> ➢ RSAO <ul style="list-style-type: none"> ▪ Turn-In-slip ➢ LSS Clearance ➢ FED Clearance 6. IAS Clearance 7. NAPOLCOM Clearance 8. OMBUDSMAN Clearance 9. Certificate of Last Payment (CLP) 10. Latest Statement of Assets, Liabilities and Net Worth (SALN) 11. Two (2) 2x2 pictures with name tag (submitted by retiree) <p>Additional Requirements for Outright Pension</p> <ul style="list-style-type: none"> ➢ Affidavit stating that he/she is waiving his/her right for payment of the three (3) years lump sum and opting to be paid through outright / direct pension. 	<p>RMD, DPRM</p> <p>DC DL</p> <p>IAS NAPOLCOM OMBUDSMAN FS/Unit Retiree/Unit</p> <p>Claimant</p>	<p>723-0401 Local 4481 PRBS SMS (0999) 1499941 (0927) 3816243</p>