

Division	Type of Claim	Requirements	Concerned Office / Person	Contacts & Means of Communication
Pension and Gratuity Division (PGD)		<p>Add to Roster: (3 copies each and photocopy must be authenticated by ADMIN)</p> <ol style="list-style-type: none"> 1. Endorsement Letter 2. Retirement Order 3. Posthumous Order 4. Rank Adjustment 5. Previous Service Record 6. Absorption Order 7. Birth Certificate (w/ O.R.) 8. Marriage Certificate (photocopy) 9. Death Certificate (photocopy) 10. 2x2 (2 pcs.) ID Picture (w/ Name Tag PNP Member) 11. 2 valid ID's (at least Pensioner's ID/ Update Form and PNP ID) 12. Certificate of Pension 	<p>PRBS (Rm 111), DPRM Annex</p> <p>RMD</p> <p>NSO</p> <p>Claimant</p> <p>PRBS (Rm 111), DPRM Annex</p>	<p>723-0401 Local 4481 PRBS SMS (0999) 1499941 (0927) 3816243</p>