

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig, Metro Manila

December 28, 1994

DECS O R D E R
No. 85, s. 1994

REQUIREMENTS FOR APPLICATION OF OMBUDSMAN CLEARANCE
OF RETIRING PERSONNEL

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of an undated Memorandum of the Office of the Ombudsman, MWSS Bldg., 176 Arroceros St., Ermita, Manila, relative to the processing of Ombudsman clearance of retiring personnel.

2. As contained in said Memorandum, an Ombudsman clearance is needed only when a retiree claims for retirement benefits; that applications for clearance should be filed 90 days before retirement of an employee; and that applications should be accompanied by:

- a. duly accomplished information sheet;
- b. duly signed service records reflecting the 1st day of government service, date of retirement; and
- c. maiden name of married retiring personnel should be reflected in the service record.

3. Immediate dissemination of this Order to all concerned is desired.

(SGD.) RICARDO T. GLORIA
Secretary

Incl.: As stated
Reference: DECS Order: No. 46, s. 1993
Allotment: 1-2-3-4--(M.O. 1-87)
To be indicated in the Perpetual Index
under the following subjects:

✓EMPLOYEES
✓LEGISLATION
✓OFFICIALS

✓RETIREMENT
✓RULES & REGULATIONS



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
MWSS Building, 176 Arroceros Street, Ermita, 1000 Manila

Handwritten: 12/18/94

TO: ALL CONCERNED AGENCIES/DEPARTMENTS

To avoid delay in the processing of Ombudsman clearance of retiring personnel, please be reminded of the following:

1. That the ombudsman clearance is not a requirement before the head of office can approve the retirement of any employee. The ombudsman clearance is needed only when he/she claims for his/her retirement benefits, (MC # 9);
2. That it is the duty of the Chief, Human Resources Division (HRD) to file the applications for clearance of their retiring personnel 90 days before retirement, (MC # 3);
3. That the HRD head should ensure that all applications are accompanied by duly accomplished information sheet and service records reflecting the FIRST day of government service and the date of retirement signed by the authorized officials. The maiden name of married retiring personnel should also be reflected in the service record.

Please be guided accordingly.

Handwritten signature of Emilio A. Gonzalez, III
EMILIO A. GONZALEZ, III
Head, Public Assistance Bureau

NOTED:

Handwritten signature of Nicanor J. Cruz, Jr.
NICANOR J. CRUZ, JR.
Assistant Ombudsman, PACPO