



OFFICE OF THE REGIONAL INTELLIGENCE DIVISION CITIZEN CHARTER STATEMENT



ISSUANCE OF RID (R2) CLEARANCE

Schedule of Availability of Service:

Monday – Friday – 8:00 AM to 5:00 PM

Who May Avail of the Service:

All PNP Members and their dependents

Requirements:

For Compulsory/Optional Retirement

a. Compulsory/Optional Retirement Order

For Death Benefit Claims, Schooling, Total Permanent Physical Disability Benefit Claims, Transfer Of Unit Assignment And Leave/ Travel Abroad

a. Certificate of Non-Money Accountability from PPO

b. Certificate of Duty Status and Non-Pending Case

How to Avail of the Service:

| Step | Applicant/Client | Activity | Duration of Activity | Person in Charge | Fees |
|------|-------------------------------------|---|----------------------|----------------------|------|
| 1 | All PNP Member and their dependents | Preparation and printing of Clearance | 2 minutes | Admin Clearance PNCO | none |
| 2 | | Approval of the Admin PNCO and Chief, Admin | 5 - 8 minutes | Admin Clearance PNCO | |
| 3 | Release of Clearance | — | 10 minutes | Admin Clearance PNCO | — |