

**PRO CALABARZON
ORLRDD CITIZEN CHARTER STATEMENT
ISSUANCE OF RSAO CLEARANCE**

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE
1	<ul style="list-style-type: none"> ❖ Retirees ❖ Survivor PNCO ❖ Legal heirs of the late PNP personnel ❖ PNP personnel availing Transfer of Unit Assignment/Schooling/Restoration 	<p>Preparation of Non Property Clearance at Unit Station Office</p> <p>Cancellation of ARE indicating the date of turn-in, the date it was cancelled and duly signed by the authorized Supply PNCO/Officer</p> <p>Issuance of appropriate clearance</p>	1-3 days	Unit Supply PNCO
2		<p>Preparation of Non Property Clearance at PHQ/Mother Unit</p> <p>Turn - in of Badge</p> <p>Issuance of appropriate clearance</p>	1-4 days	Provincial Supply PNCO/ PSAO/ Logistics Officer

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE
3		Preparation of RHQ Clearance Cancellation of ARE indicating the date of turn-in, the date it was cancelled duly signed by the authorized Supply PNCO Issuance of appropriate clearance	1 day	Supply PNCOs/Chiefs of Office R2/RHSG/RCEO
4		Preparation of RSAO Clearance Verification/Evaluation of submitted documents RSAO Sections verifications Cancellation of ARE indicating the date of turn-in, the date it was cancelled duly signed by the authorized Supply PNCO	4-5 days	RSAO Personnel

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE
6		Convene Board of Survey for retirees with property accountability	60 days or less	Chief Clerk, RSAO
7		Issuance of appropriate clearance Forwarded accomplished clearance to C,RLRDD for approval and evaluation	1 day	Clearance PNCO
8		Evaluation and approval	1 day	C,RLRDD
9		Release of Clearances		Individual concern/Authorized Liaison

NOTE: Estimated Number of days for each activity may be affected by recorded property accountability/ies and supporting documents submitted by the client/applicant to the unit service provider.

REQUIREMENTS FOR RSAO CLEARANCE

For Death Benefit Claims/Compulsory/Optional Retirement

1. Non Property Accountability Clearance from unit station with stencil.
2. Turn - In Certificate from unit station with stencil
3. Xerox copy of ARE of present end user of turned-in firearms with stencil
4. Non Property Accountability Clearance from PHQ – S4
5. Turn – In of Badge
6. Cancelled ARE with date and signature of Supply PNCO
7. Xerox copy of Approved Report of Survey (if any)
8. Non Property accountability Clearance from R2
9. Non Property accountability Clearance from RHSG
10. Non Property accountability Clearance from RCEO
11. Copy of Property Turn – Over of PNP Equipment if he/she was designated as Supply PNCO
12. Retirement Order/Death Certificate
13. Picture 2x2 (1) pc

REQUIREMENTS FOR RSAO CLEARANCE

For Transfer of Unit Assignment/Schooling/ Restoration

1. Non Property Accountability Clearance from unit station with stencil.
2. Turn- In Certificate from unit station with stencil
3. Cancelled ARE with date and signature of Supply PNCO
4. Non Property Accountability Clearance from PHQ – S4
5. Restoration Order
6. Copy of PERMANENT ARE