

OFFICE OF THE ARMY ADJUTANT



SERVICE CHARTER

(series of 2018)

(Republic Act 9485 or the Anti-Red Tape Act of 2007 was passed in order to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties thereof)

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FOREWORD

Adjutant General Service is an indispensable functional component of the Office of the Armed Forces of the Philippines. It was created by virtue of the National Defense Act, otherwise known as Commonwealth Act # 01, approved on 21 December 1935 (which is also a law creating the Philippine Army). Its distinct broad subdivisions interlinking one another are administrative, personnel and records management services.

The word “Adjutant” originated from the Latin word “adjutare” which means “to help or to assist”. As a Special Staff, we serve as an instrumental arm and tool of the commander in serving military personnel and civilian components of the organization from their entrance to the service and even after retirement or separation. We update, manage and preserve records of both current and future value pertaining directly to the operation of the Philippine Army.

In our aim for transparent services in the most effective and efficient way, this booklet will help inform its readers of the frontline services we offer and the necessary procedures of services are expected to be executed.

ALBERT G BAYBAYAN
Colonel GSC (AGS) PA
Army Adjutant

Army Vision: By 2028, a world-class Army that is a source of national pride.

VISION

By 2028, a responsive Army Adjutant General Service

MANDATE

The Office of the Army Adjutant is the special staff of the Commanding General, Philippine Army on all matters pertaining to records management, publication of orders, policies, directives and processing of claims.

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The seal of the Office of the Army Adjutant is a circular emblem. It features a central shield with a blue left half and a red right half, set against a green laurel wreath. A white quill pen is positioned to the left of the shield. The shield is encircled by a white ring containing the text "OFFICE OF THE ARMY ADJUTANT" in a serif font. At the bottom of the seal, three yellow stars are visible.

PERFORMANCE PLEDGE

We, the Officers, Enlisted Personnel and Civilian Employees of the Office of the Army Adjutant, will do our best to be customer-oriented in the aim of delivering prompt and quality services to our clientele. So help us God.

FRONTLINE SERVICES

NR	SERVICES OFFERED	HOW LONG TO PROCESS/ TRANSACT	KEYBRANCH	FEEES
1	a. Issuance of DLO clearance	1 hour	Administrative Branch	None
	b. Issuance of Certificate of Bonafide Members for active military personnel and Legal Dependents	30 minutes		
	c. Issuance of The Inspector General Clearance Request for active Military personnel	30 minutes		
2	Issuance of Military, CE and Dependents ID	38 minutes	ID Processing Branch	Mil: None
				Dependents: ₱ 45
3	Updating and Printing of SOI	20-40 minutes	Information Management Branch	None
	Printing of SOI	15 minutes		
4	a. Processing of Retirement / Separation / CDD/ Commutation of Unused Leave	(PGAB to Officer:2-4 mos EP:30-45 days)	Pension and Gratuity Assistance Branch	None
	b. Processing of Survivorship Benefit Claims			
5	a. Issuance of General, Special, Letter Orders, and Directives issued by HPA and available GHQ orders	10 minutes	Publication & Distribution Branch	None
	b. Authentication of current year published orders	15 minutes		
6	a. Issuance of Statement of Service, Leave Records for active/ inactive military personnel and Certificate of Complete Records for Reenlistment	3 days	Records Branch	None
	b. Issuance of Statement of Service, Leave Records, Certification of Legal Beneficiaries and Bonafide members (KIA)	5 hours		
	c. Authentication of Statement of Service, Leave Records, previous year published orders	1 hour		

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1. a. Issuance of DLO clearance

Duration: 1 Hour
Schedule: Monday-Thursday (0800H-1700H) No Noon Break
 Friday – Non-issuance (HPA Letter Directive dtd 12 Jan 2005,
 Subject: DLO Clearance System Operational Guidelines)
Who may apply: Active Military Personnel and Civilian Employees

Requirements:

Promotion, ETAD, SOT, Retirement and Separation from the service

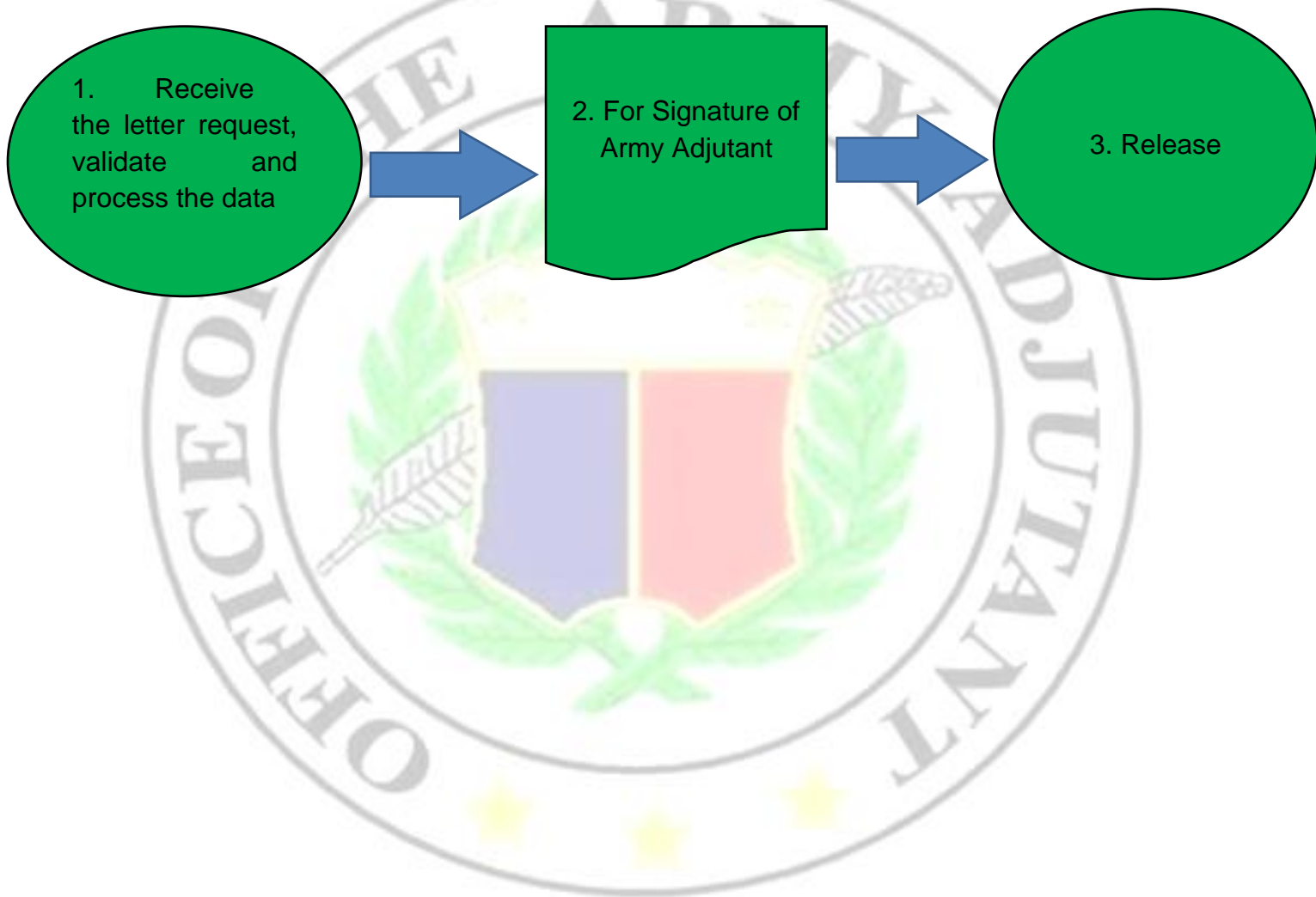
- a. Letter Request from Unit/Office
- b. Office Certification of non-pending case or Unit DLO Clearance
- c. OESPA Clearance

Re-enlistment, Loan, and Schooling of Officer/EP

- a. Letter Request from Unit/Office
- b. Office Certification of non-pending case or Unit DLO Clearance

Step	Client	Activity	Key branch/pers involved	Fees
1	Active Military Personnel and Civilian Employees	Receive the letter request, validate and process the data (40 minutes)	DLO NCO, Admin Branch	None
2		For signature of Army Adjutant (20 minutes)		
3		Release		

Issuance of DLO Clearance Flowchart



1. b. Issuance of Certificate of Bonafide Members for active military personnel and Legal Dependents

Duration: 30 minutes

Schedule: Monday-Friday (0800H-1700H) No Noon Break

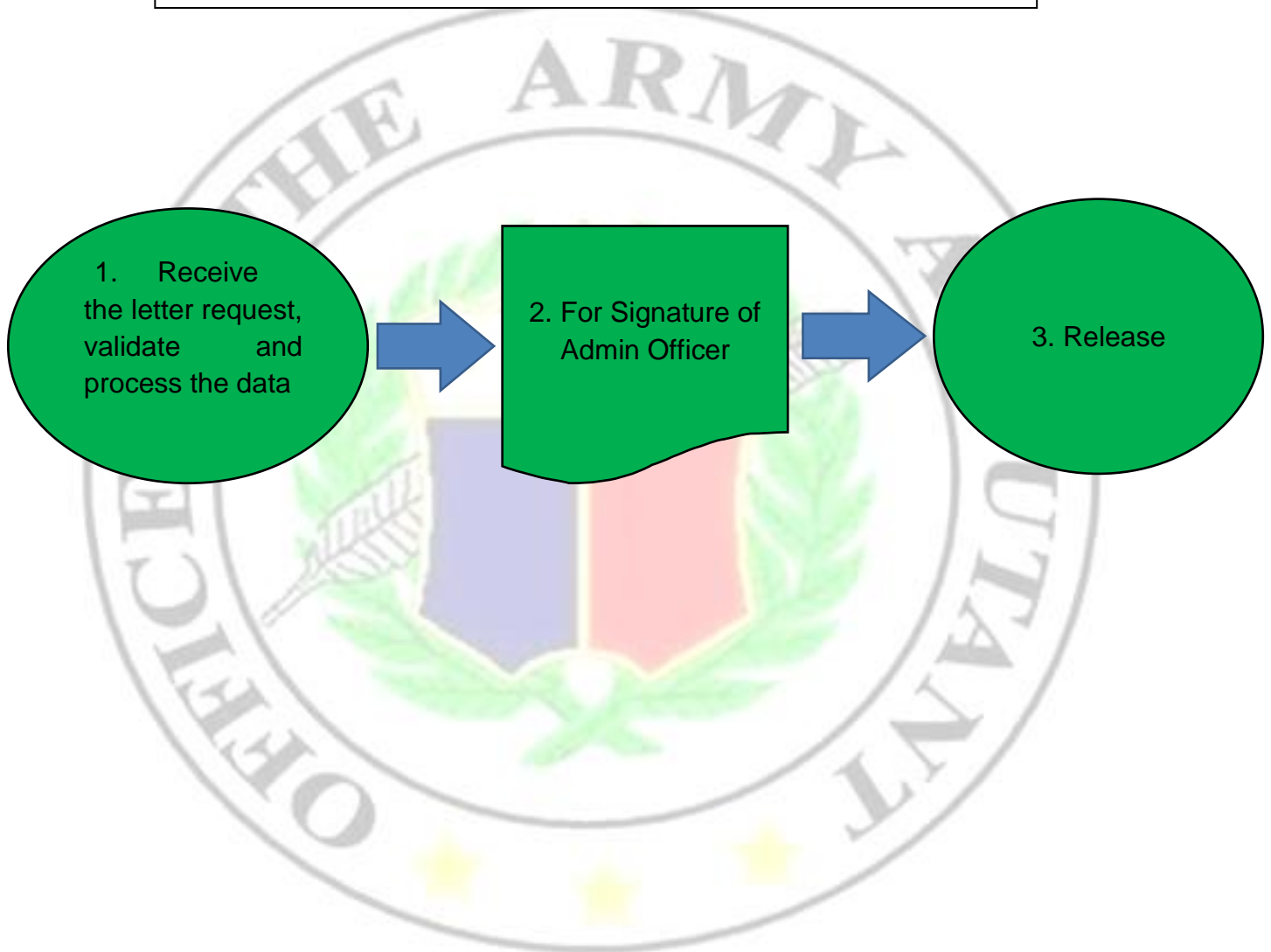
Who may apply: Active Military personnel and Dependents/Legal Beneficiaries

Requirements:

- a. Request from Unit/Office
- b. Updated SOI

Step	Client	Activity	Key branch/pers involved	Fees
1	Active Military personnel and Legal Dependents	Receive the letter request, validate and process the data (20 mins)	Admin NCO, Admin Br	None
2		For signature of Admin Officer (10 mins)		
3		Release		

**Issuance of Certificate of Bonafide
Members for active military personnel and
Legal Dependents Flowchart**



1. c. Issuance of The Inspector General Clearance Request for active Military personnel

Duration: 30 minutes

Schedule: Monday-Friday (0800H-1700H) No Noon Break

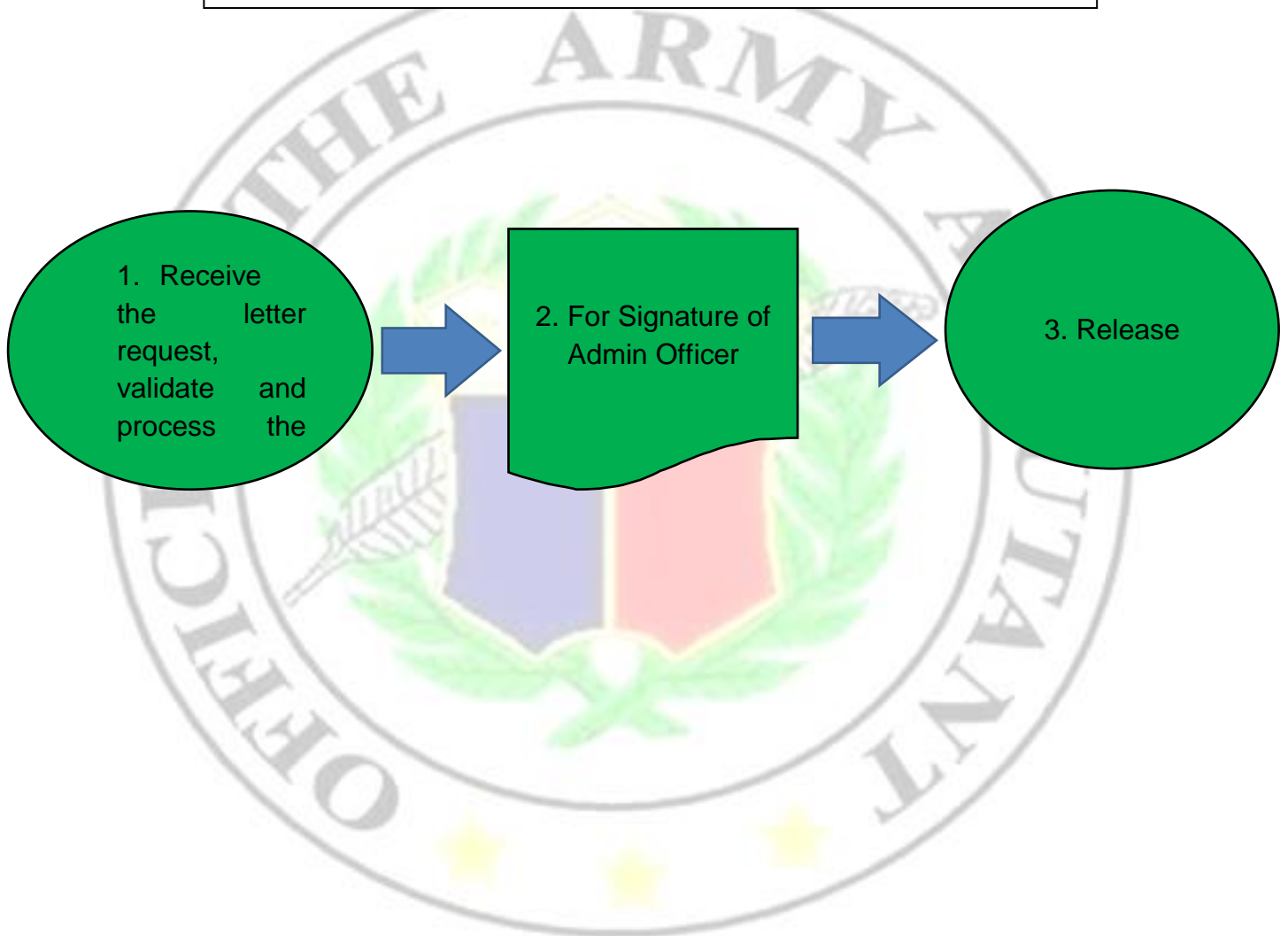
Who may apply: Active Military personnel

Requirements:

- c. Request from Unit/Office
- d. DLO Clearance

Step	Client	Activity	Key branch/pers involved	Fees
1	Active Military personnel	Receive the letter request, validate and process the data (20 mins)	Admin NCO, Admin Br	None
2		For signature of Admin Officer (10 mins)		
3		Release		

**Issuance of The Inspector General
Clearance Request for active Military
personnel Flowchart**



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Step	Client	Activity	Key branch/ pers involved	Fees
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2. Issuance of Military, CE and Dependents ID

Duration: 25 minutes

Schedule: Monday – Friday (0800H-1700H) No Noon Break

Who may apply: Active Military Personnel, Civilian Employees, and Legal Dependents

Requirements:

Active Officer/Enlisted Personnel

- a. Application form duly accomplished and endorsed by their Admin Officer
- b. Officer – Authenticated copy of latest Promotion Order
EP- Authenticated copy of latest Re-enlistment Order
- c. Surrender Old AFP ID (if lost, attach Affidavit of Loss)

Dependents:

- a. Application form duly accomplished and endorsed by their Admin Officer
- b. Spouse – Authenticated copy of marriage contract issued by NSO
Children – Authenticated copy of birth certificate issued by NSO (only below 21 years old are qualified dependents)
Parents – Authenticated copy of marriage contract and active personnel birth certificate (for married, age of parents should be 60 years old and above to be qualified)
- c. Authenticated copy of promotion order (Officer)/Re-enlistment order (EP)
- d. Surrender old AFP (if renewal)
- e. Present any valid ID

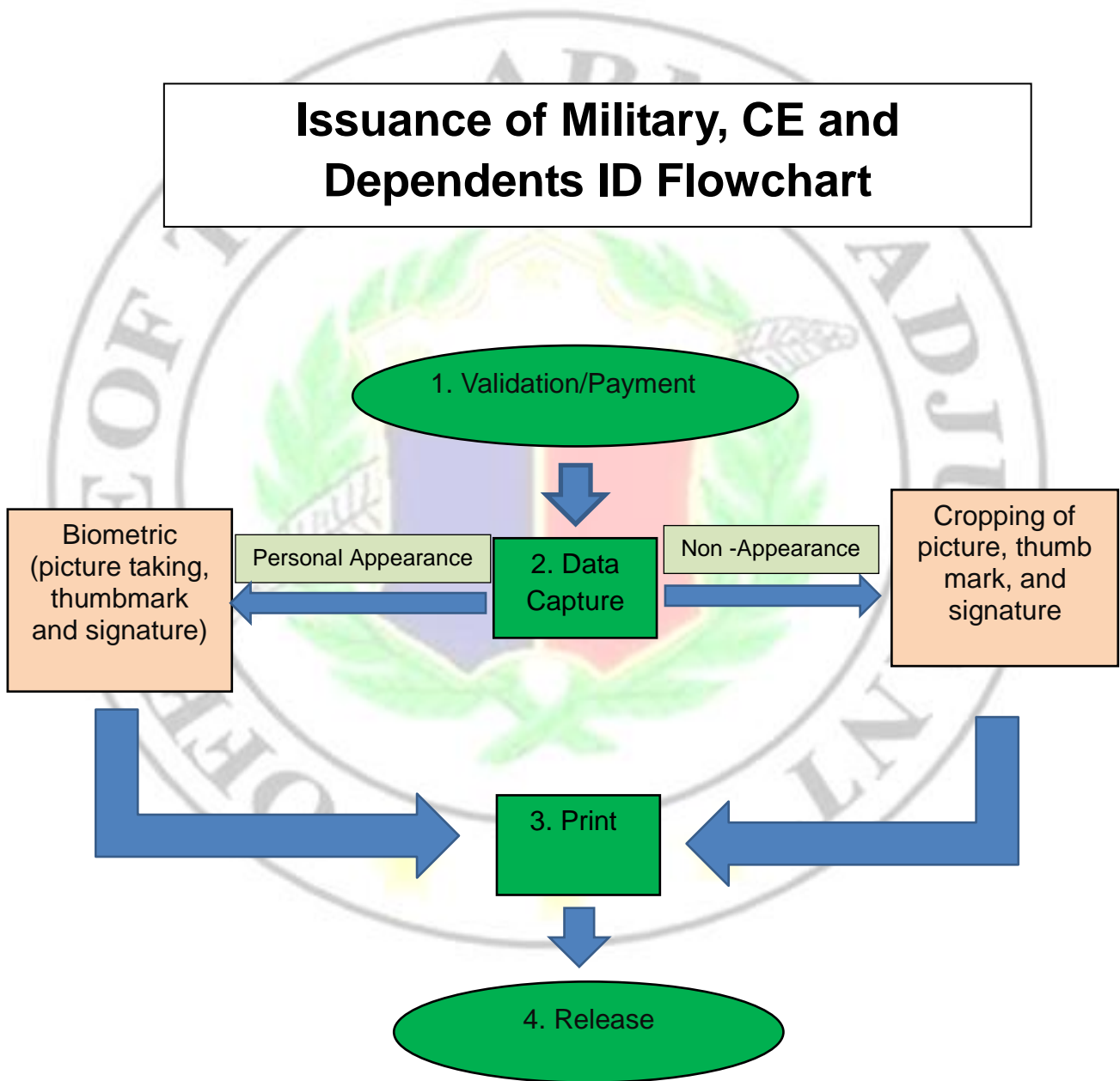
Civilian Employees (Requirements to be processed and endorsed by CPO; OAA facilitates only the picture taking and ID printing)

- a. Application form duly accomplished and endorsed by their Admin Officer
- b. Original Appointment Order

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1	Active Military Personnel,	Validation/Payment (15 mins)	IPB, IMB/FCPA	₱ 45 payment to FCPA for dependent
2	Civilian Employees and	Data Capture (8 mins)	Biometric NCO, IPB	
3	Legal Dependents	Print (15 mins)	Biometric/Proc NCO, IPB	
4	Release			

Issuance of Military, CE and Dependents ID Flowchart



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3. Updating/Printing of Summary of Information (SOI)

Duration: Updating and Printing – 20-40 minutes
 Printing only - 15 minutes

Schedule: Monday-Friday (0800H-1700H) No Noon Break

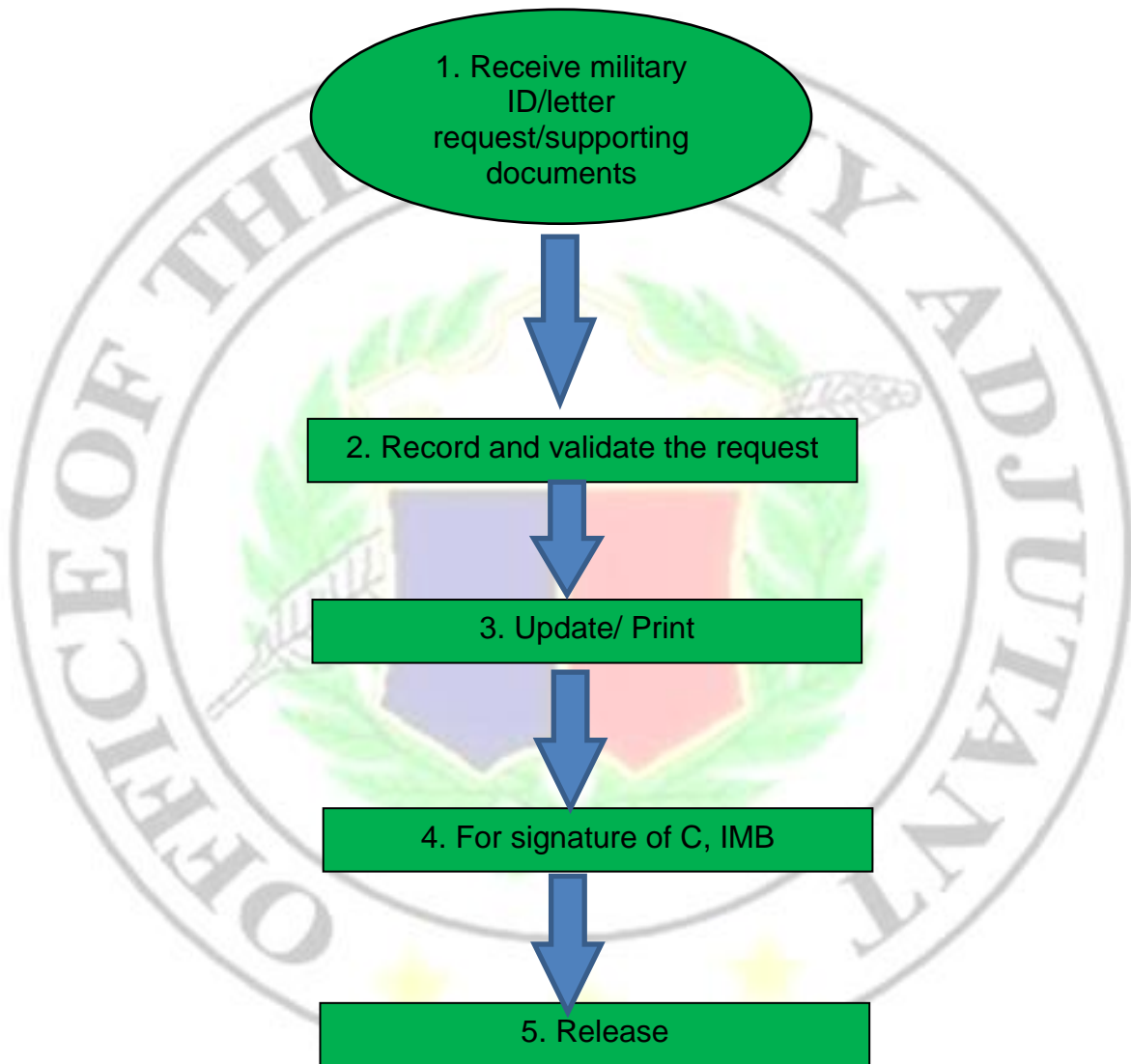
Who may apply: Active/ Retired and Separated/Discharged Military Personnel

Requirements:

- a. Military ID/Valid ID
- b. Letter request
- c. Supporting Documents (for updating)

Step	Client	Activity	Key branch/pers involved	Fees
1	Active, Retired and Separated/ Discharged Military Personnel	Receive military ID/Letter request/Supporting Documents (5 minutes)	Processing/ Validation NCO, IMB	None
2		Record and validate the request (5 minutes)		
3		Update/Print (10-30 minutes) Print only (5 minutes)		
4		For Signature of C, IMB		
5		Release		

Updating/Printing of SOI Flowchart



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4. a. Processing of Retirement/Separation/CDD/Commutation of Unused Leave (CUL)

Duration: (PGAB to Order)
 Officers: 2-4 months
 EP: 30 - 45 days

Schedule: Monday-Friday (0800H-1700H) No Noon Break

Who may apply: Active or Ret/Sep/Disch/CDD Military personnel

Requirements: Please refer to Annex A

Step	Client	Activity	Key branch/pers involved	Fees
1	Active or Ret/Sep/Hon Disch /CDD Military Personnel	Receive application folder	OAA	None
2		Check the completeness and authenticity of documents; Draft command clearance; Endorse approval for retirement/separation/CDD/CUL *Officers folder for ret/sep will be forwarded to PGMC for processing of order (5 working days)		
3		Approval of Ret/Sep/CDD/CUL (15 days to 3 months)	OP/DND/OCS	
4		Issue/ Publish Orders (5 working days)	OTAG/OAA	
5a		Transmit retirement folder of EP for processing, funding and payment of monthly pension/36 month lump sum (weekly)	PGMC	
5b		Prepare and transmit supporting documents for funding and payment of CUL/ Separation (1 working day)	FCPA	

4. b. Processing of Survivorship Benefit Claims

Duration: PGAB to Order (Officer: 2-4 Months; EP:30-45 days)

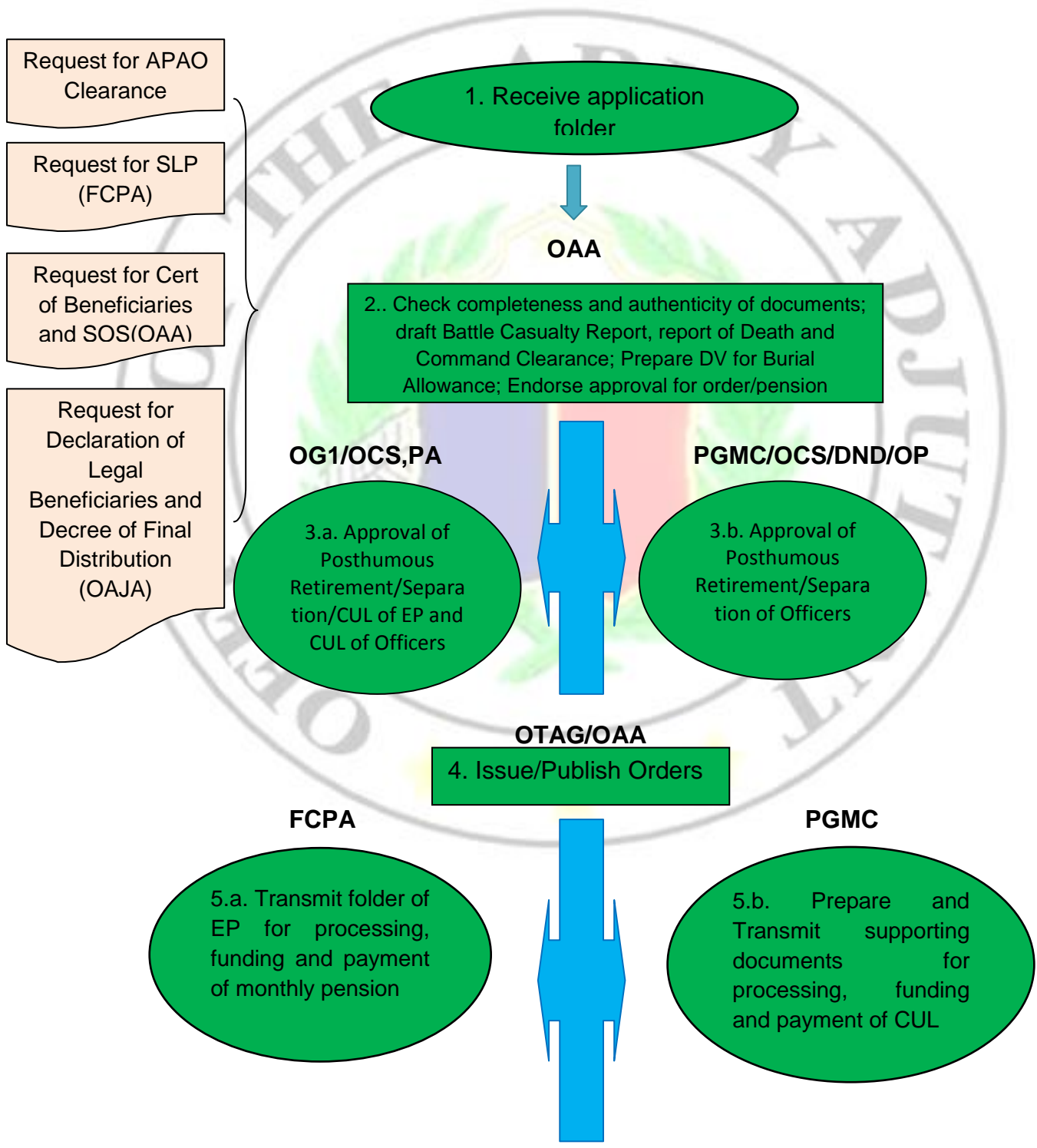
Schedule: Monday-Friday (0800H-1700H) No Noon Break

Who may apply: Legal Beneficiaries of Deceased Military Personnel

Requirements: Please refer to Annex B

Step	Client	Activity	Key branch/pers involved	Fees
1	Legal beneficiaries/Survivor NCO/Liaison NCO	Receive application folder		None
2a		Check the completeness and authenticity of documents; draft Battle Casualty Report, Report of Death and Command Clearance; Request for SOS, Cert of Ben and MLFR/ Prepare DV for Burial Allowance; Endorse approval for order/pension (15 working days)	OAA	
2b		Secure APAO clearance, Statement of Last Payment and Declaration of Legal Beneficiaries and Decree of Final Distribution (15 working days)	APAO FCPA OAJA	
3		Approval of Posthumous Retirement/Separation/CUL (15 working days – 3 months)	OP/DND/OCS	
4a		Transmit folder of EP for processing, funding and payment of monthly pension (weekly)	PGMC	
4b		Prepare and transmit documents for DV/ funding and payment of CUL	FCPA	

Processing of Survivorship Benefit Claims Flowchart



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Publication and Distribution Branch

5. a. Issuance of General, Special, Letter Orders, and Directives issued by HPA and available GHQ orders

Duration: 10 Minutes
Schedule: Monday – Friday (0800H-1700H) No Noon Break
Who may apply: Active Military Personnel, Civilian Employees, Reservists and Legal Beneficiaries

Requirement:

1. Requests form
2. Military/Valid ID
3. Authority of Order

Step	Client	Activity	Key branch/pers involved	Fees
1	Active Military Personnel, Civilian Employees, Reservists, and Legal Dependents	Receive the request; present military/valid ID/claim stub (5 mins)	Publication NCO, PDB	None
2		Verification of Orders (5 mins)		
3		Release		

Issuance of General, Special, Letter Orders, and Directives issued by HPA and available GHQ orders



5. b. Authentication of current published Orders

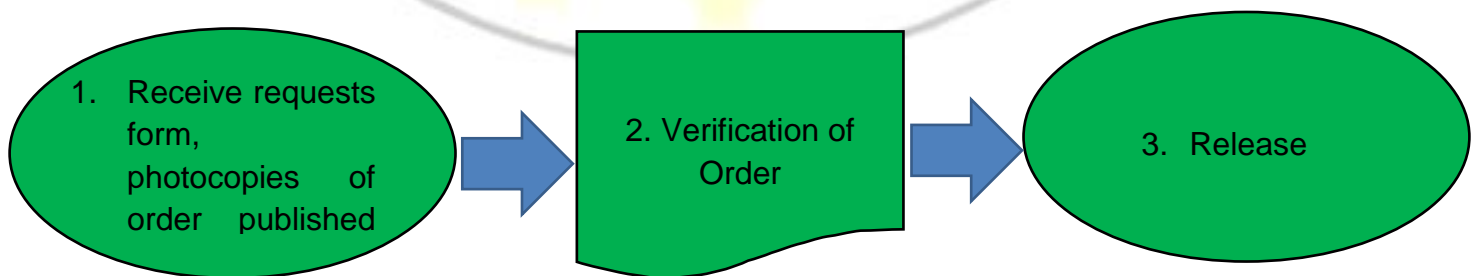
Duration: 15 minutes
Schedule: Monday-Friday (0800H-1700H) No Noon Break
Who may apply: Active military personnel, retired, discharged/separated

Requirements:

1. Request form
2. Photocopies of orders (years of publication - current year)

Step	Client	Activity	Key branch/ pers involved	Fees
1	Active/ Inactive Military Personnel/ discharge/ separated	Receive requests form, photocopies of order published on current year (5 minutes)	Pub Branch NCO/C, Pub Branch	None
2		For signature of C, Publication Branch (10 minutes)		
3		Release		

Authentication of current published Orders Flowchart



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6. **a. Issuance of Statement of Service, Leave Records for active/ inactive military personnel and Certificate of Complete Records for Reenlistment**

Duration: 3 days
Schedule: Monday-Thursday (0800H-1700H) No Noon Break
Friday (Project day) – receipt of request only
Who may apply: Active/Inactive Military Personnel

Requirements:

Request duly signed by Admin Officer/ S1 of the unit

**If Military Personnel File (MPF) is incomplete submit the following requirements:*

Military Personnel applying for ETAD/SOT, Retirement/Separation/Reenlistment

Personnel Action Form
Post Card Size Picture of applicant
Latest Family Picture
Statement of Service/Leave Record from Unit
Appointment Order (Officer)
Call to Military Training Order (EP)
CAD Order and SOT Order (Officer)
Original Enlistment Order and Two Latest Reenlistment Order (EP)
All promotion Orders
Amendment Order (if any)
Birth Certificate (NSO)
Birth Certificate of Spouse and Children (NSO)
Marriage Contract of Spouse or Parents (if single)
Duly accomplished Personal History Statement (PHS)
Awards/Decorations
Medical/Dental Records

Additional Requirements for Retirement

- a. Statement of Last Payment
- b. Post Card Size Picture of Spouse

Additional Requirements, if with Civilian Service

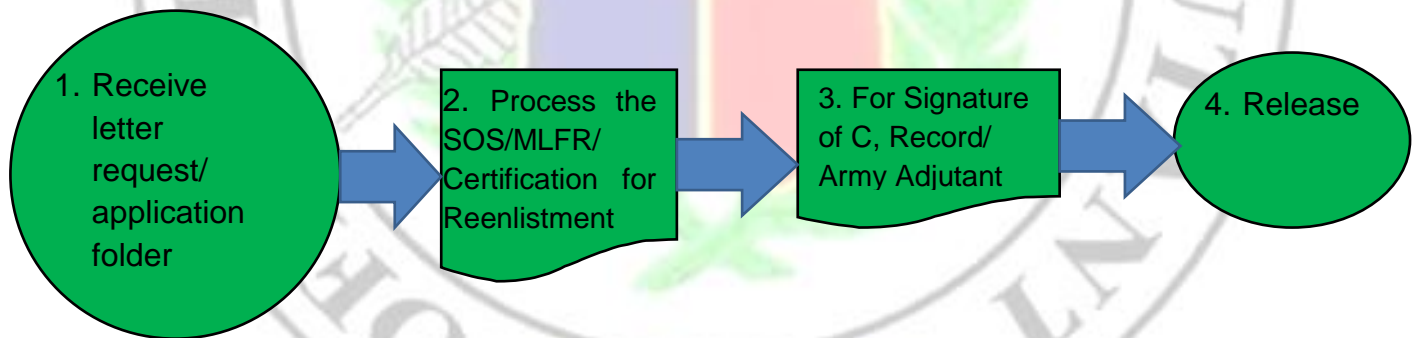
- a. Confirmation from HPA
- b. Appointment Order
- c. Service Records

Additional Requirements for Retirement/Separation with CDD

- a. Confirmation Order of CDD from HPA
- b. CDD worksheet from AFPMC
- c. CDD Order from AFPMC

Step	Client	Activity	Key branch/pers involved	Fees
1	Active/ Inactive Military Personnel	Receive letter request/application folder	Duty on desk /Processing NCO/C, Rec Branch/AA	None
2		Process the SOS/Leave Records/ Certification for Reenlistment/ (2 days)		
3		For signature of C, Records Branch/Army Adjutant (1 day)		
4		Release		

**Issuance of Statement of Service, Leave Records for active/
inactive military personnel and Certificate of Complete Records for
Reenlistment Flowchart**



5. b. Issuance SOS, Leave Records, Certification of Legal Beneficiaries and Bonafide members (Death)

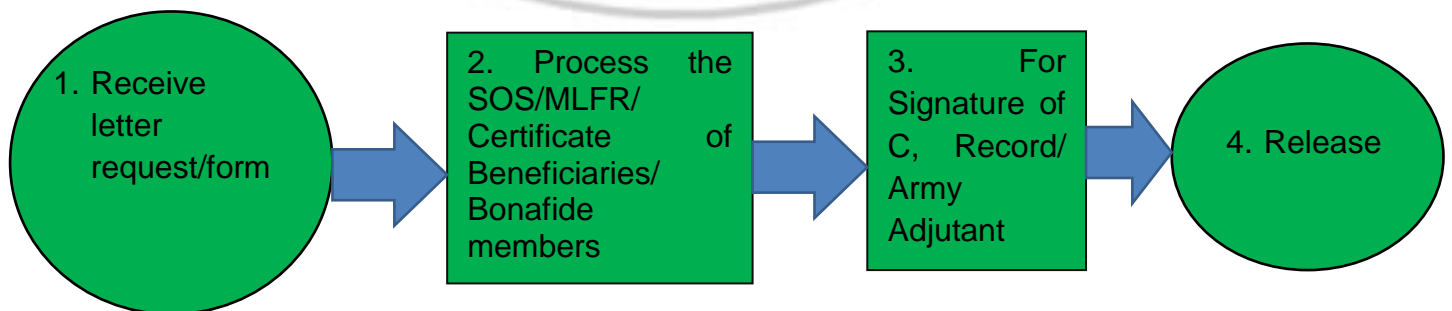
Duration: 5 hours
Schedule: Monday-Friday (0800H-1700H) No Noon Break
Who may apply: Legal Beneficiaries

Requirements:

1. MPF
2. Letter Request/ Request Form
3. Certificate of Beneficiaries from Unit
4. Casualty Report
5. Death Certificate (NSO)

Step	Client	Activity	Key branch/ pers involved	Fees
1		Receive letter request/application folder		
2	Legal beneficiaries	Process the SOS/Leave Records/ Certificate of Beneficiaries and Bonafide members (3 hours)	Duty on desk /Processing NCO/C, Rec Branch/AA	None
3		For signature of C, Records Branch/Army Adjutant (2 hours)		
4		Release		

Issuance SOS, Leave Records, Certification of Legal Beneficiaries and Bonafide members (Death) Flowchart



5. c. Authentication of SOS, Leave Records and Orders

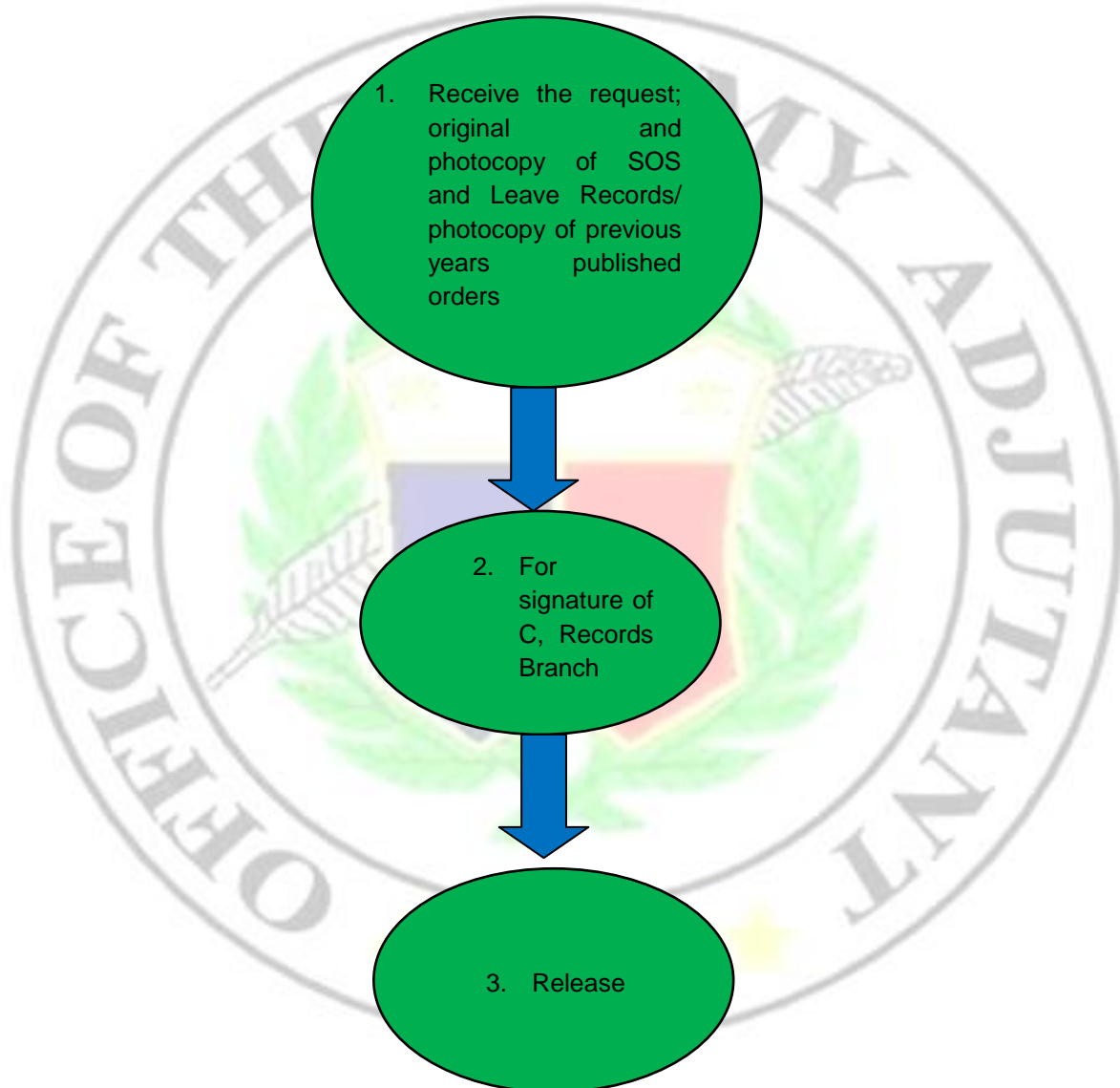
Duration: 1 hour
Schedule: Monday- Thursday (0800H-1700H) No Noon Break
 Friday (project day) – receipt of requests only
Who may apply: Active/inactive/retired military personnel/ legal dependents

Requirements:

1. SOS and Leave Records
 - a. Letter request/ request form
 - b. Original copy of signed SOS and Leave Records
 - c. Photocopies of signed SOS and Leave Records for authentication
2. For orders
 - a. Request form
 - b. Photocopies of orders (years of publication - previous years)

Step	Client	Activity	Key branch/ pers involved	Fees
1	Active/ Inactive Military Personnel /Legal beneficiaries	Receive letter requests/ requests form, original copy of signed SOS and Leave records, photocopies of SOS and Leave Records/ photocopies of order published on previous years (10 mins)	Duty on desk /Processing NCO/C, Rec Branch/AA	None
2		For signature of C, Records Branch Adjutant (50 mins)		
3		Release		

Authentication of SOS, Leave Records and Orders







CUSTOMER FEEDBACK FORM

Pinapahalagahan namin ang inyong mga puna. Nais naming malaman kung paano mapabuti ang paghahatid ng aming serbisyo sa pamamagitan ng pagtugon ninyo sa papel na ito. Lagyan ng tsek ang kahon ayon sa inyong sagot:

Uri ng transaksyon:

- | | |
|---------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> DLO Clearance | <input type="checkbox"/> Statement of Service |
| <input type="checkbox"/> Certificate for bonafide members & legal beneficiaries | <input type="checkbox"/> Leave Records |
| <input type="checkbox"/> Summary of Information | <input type="checkbox"/> Spouse/Dependent's ID |
| <input type="checkbox"/> Copy of GO, SO, LO & Directives | <input type="checkbox"/> Survivorship Benefit Claims |
| <input type="checkbox"/> Retirement/Separation/CDD/Commutation of Unused Leave | |
| <input type="checkbox"/> Others (Pls Specify): _____ | |

				
Kalidad ng serbisyo				
Pagiging Magalang				
Kabilisan ng Serbisyo				
Kaalaman at Kakayahan sa pagbibigay serbisyo				
Pasilidad				
Kaginhawaan				
Kalinisan				
Sapat				
Pangkalahatang Serbisyo				

Karagdagang mungkahi para mapabuti ang aming serbisyo o mensaheng gustong ipaabot:

Maraming salamat po sa inyong pagpapaunlak.



OFFICE DIRECTORY

OAA Hotline Number: 0927 - 8843281
Trunkline: (02) 845-9555

Local Numbers:

Admin Br	6611
IMB	6422
PGAB	5051
Pub & Dis Br	6041
Records Br	6131

E-mail Addresses:

oa_pa@yahoo.com.ph
oa@army.mil.ph

ANNEX A

CHECKLIST for Confirmation of DEPENDENCY DISCHARGE (1 COPY EACH)

1. Personnel Action Form (AGO Form 110)
2. Discharge Order from Unit
3. DLO
4. Affidavit of Non-contractual Service
5. Affidavit of Non-retraction of Dependency Discharge

CHECKLIST for COMMUTATION CLAIMS (1 COPY EACH)

1. Discharge Order (from Unit)
2. Confirmation of Discharge Order (from HPA)
3. Military Leave/Furlough Records (from OAA) and Statement of Service (From OAA)
4. Statement of Last Payment from FCPA
5. HPA Accounting Clearance
6. APAO (formerly SAO) Clearance
7. DLO Clearance (from OAA)
8. LBP ATM or Passbook Savings Account No.
For PGAB to prepare: - Issuance of Commutation Order
- Issuance of HPA Command Clearance

CHECKLIST for COMMUTATION CLAIMS and SEPARATION GRATUITY

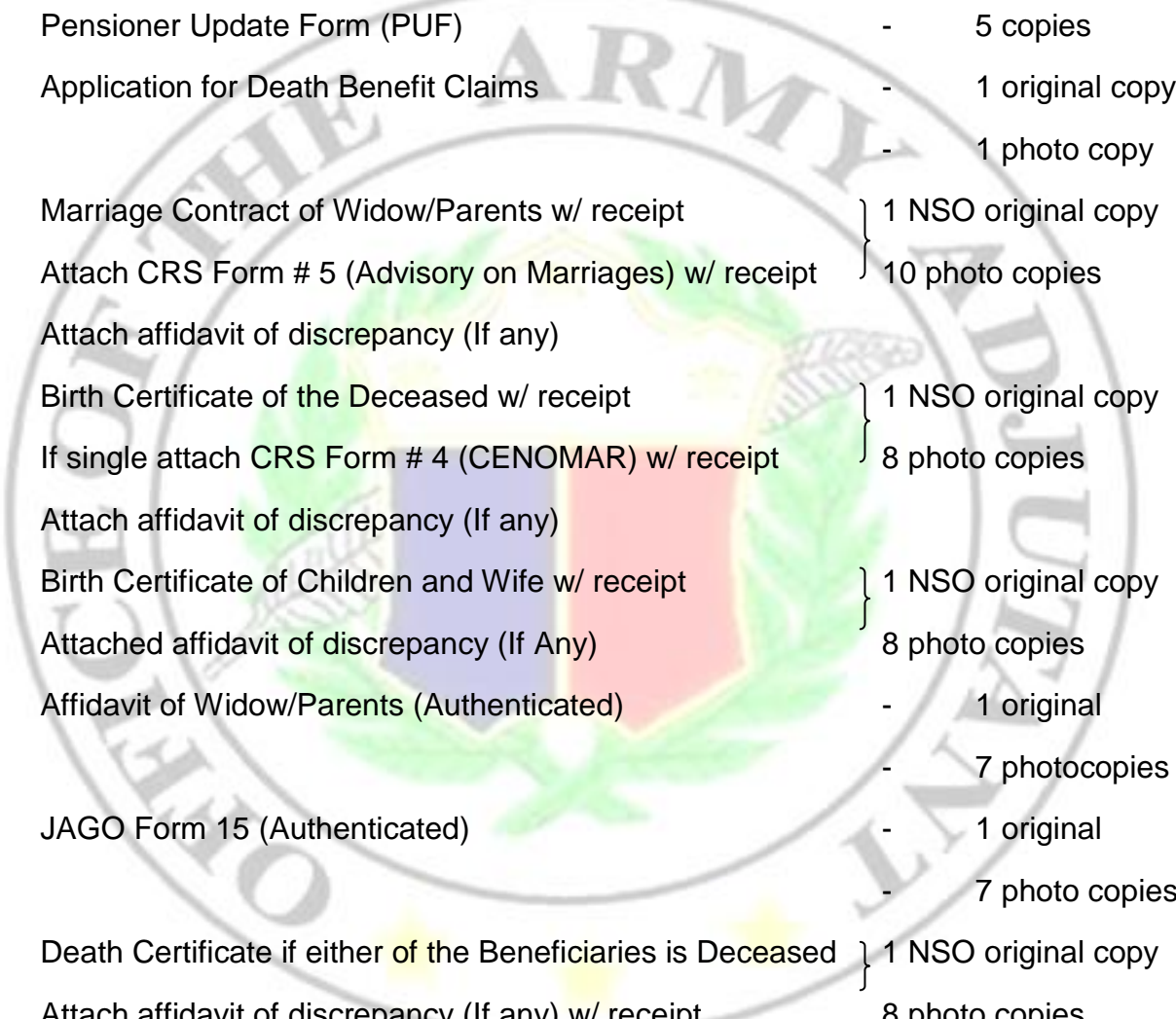
(For submission to PGAB, OAA) ONE (1) COPY EACH

1. Certification of non-payment from FCPA and AFPFC (Prior claims)
2. Reversion Order - 1 Photocopy
3. Military Leave/Furlough Records (from OAA) - 1 Original Copy
And Statement of Service (From OAA) - 1 Original Copy
4. Statement of Last Payment from FCPA - 1 - do -
5. HPA Accounting Clearance - 1 - do -
6. APAO (formerly SAO) Clearance - 1 - do -
7. DLO Clearance (from OAA) - 1 - do -
8. Ombudsman Clearance - 1 Original Copy
9. LBP ATM or Passbook Savings Account No. - 1 Photocopy
10. Death Certificate - 1 Photocopy
11. Certification of Beneficiaries from OAA - 1 Photocopy
12. Marriage Contract - 1 Photocopy
13. Birth Certificate of Children - 1 Photocopy

ANNEX B

CHECKLIST OF NEEDED REQUIREMENTS FOR DEATH BENEFIT CLAIMS (FOR KIA/DOW)

WIDOW/PARENT

- 
- a. Pensioner Update Form (PUF) - 5 copies
 - b. Application for Death Benefit Claims - 1 original copy
- 1 photo copy
 - c. Marriage Contract of Widow/Parents w/ receipt } 1 NSO original copy
Attach CRS Form # 5 (Advisory on Marriages) w/ receipt } 10 photo copies
Attach affidavit of discrepancy (If any)
 - d. Birth Certificate of the Deceased w/ receipt } 1 NSO original copy
If single attach CRS Form # 4 (CENOMAR) w/ receipt } 8 photo copies
Attach affidavit of discrepancy (If any)
 - e. Birth Certificate of Children and Wife w/ receipt } 1 NSO original copy
Attached affidavit of discrepancy (If Any) } 8 photo copies
 - f. Affidavit of Widow/Parents (Authenticated) - 1 original
- 7 photocopies
 - g. JAGO Form 15 (Authenticated) - 1 original
- 7 photo copies
 - h. Death Certificate if either of the Beneficiaries is Deceased } 1 NSO original copy
Attach affidavit of discrepancy (If any) w/ receipt } 8 photo copies
 - i. Photocopy of ATM Savings Account Nr (LBP only) must be cleared and stenciled
- 8 photo copies
 - j. Whole Body Picture, Post Card Size, Picture of Claimant - 2 pieces

UNIT/ PGAO

- a. Death Certificate of the deceased, Register in LCR/NSO w/ receipt
 - 1 original copy
 - 15 photo copies
- b. Spot Report - 5 copies
- c. Casualty Report - 4 copies
- d. Statement of Service from Unit - 4 copies
(Attach one copy of all orders from Call to mil training to last promotion order only)
- e. Leave / Furlough Record from Unit - 2 copies
- f. Statement of Last Payment - 8 copies
- g. Authorization to Deduct - 3 copies
- h. Certificate of Beneficiaries from Unit - 2 copies
- i. Division Clearance - 8 copies
- j. After Encounter Report - 8 copies
- k. Sketch of Encounter - 8 copies
- l. Task Organization - 8 copies
- m. Autopsy Report or Post Mortem Certificate of Death, if wounded in action
 - 5 copies
- n. Explanation for late filing from Unit & wife/parents if single - 3 copies
(Three (3) years after death)

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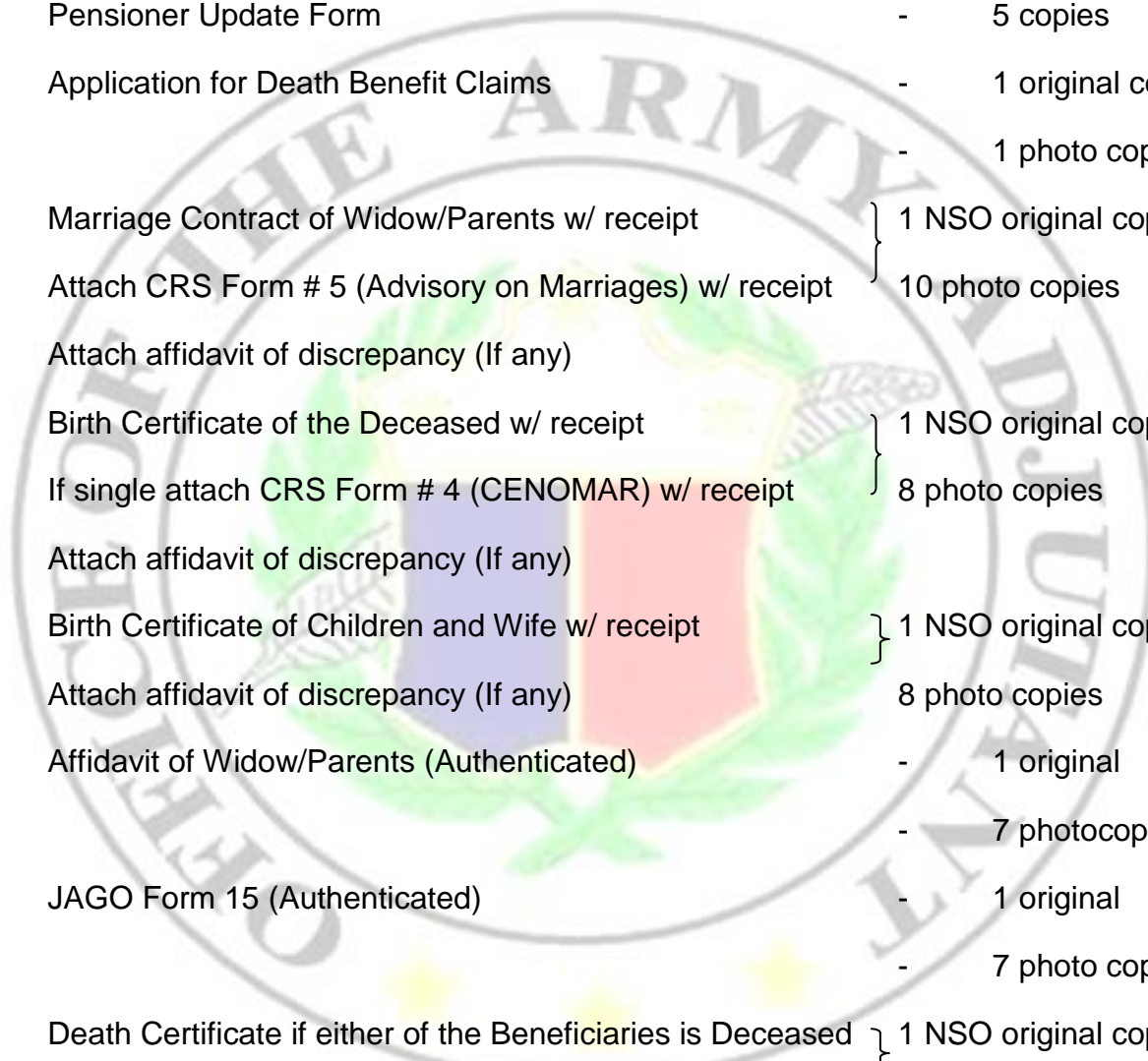
ADDITIONAL REQUIREMENTS IF THE DECEASED HAS COMMON LAW WIFE/CHILDREN

- a. Birth Certificate of Children acknowledge by the father w/ receipt
 - 1 NSO original copy
 - 8 photo copies
- b. Affidavit of Common Law Wife (CLW) (Authenticated) - 5 copies
- c. Affidavit of Two (2) Disinterested Person (Authenticated) - 5 copies
- d. Affidavit of Guardianship of Children (Authenticated) - 5 copies
- e. Photocopy of ATM Savings Account Nr (LBP only) - 8 photo copies
- f. PUF of Guardian & Children w/ signature & thumb mark - 5 copies



CHECKLIST OF NEEDED REQUIREMENTS FOR DEATH BENEFIT CLAIMS (FOR MURDER/ACCIDENT)

(WIDOW/PARENT):

- 
- a. Pensioner Update Form - 5 copies
 - b. Application for Death Benefit Claims - 1 original copy
- 1 photo copy
 - c. Marriage Contract of Widow/Parents w/ receipt } 1 NSO original copy
Attach CRS Form # 5 (Advisory on Marriages) w/ receipt } 10 photo copies
Attach affidavit of discrepancy (If any)
 - d. Birth Certificate of the Deceased w/ receipt } 1 NSO original copy
If single attach CRS Form # 4 (CENOMAR) w/ receipt } 8 photo copies
Attach affidavit of discrepancy (If any)
 - e. Birth Certificate of Children and Wife w/ receipt } 1 NSO original copy
Attach affidavit of discrepancy (If any) } 8 photo copies
 - f. Affidavit of Widow/Parents (Authenticated) - 1 original
- 7 photocopies
 - g. JAGO Form 15 (Authenticated) - 1 original
- 7 photo copies
 - h. Death Certificate if either of the Beneficiaries is Deceased } 1 NSO original copy
Attach affidavit of discrepancy (If any) w/ receipt } 8 photo copies
 - i. Photocopy of ATM Savings Account Nr (LBP only)
Must be cleared & stenciled - 8 photo copies
 - j. Whole Body Picture, Post Card Size, Picture of Claimant - 2 pieces

UNIT/ PGAO

- a. Death Certificate of the deceased, Register in LCR/NSO w/ receipt
 - 1 original copy
 - 15 photo copies
- b. Spot Report - 5 copies
- c. Casualty Report - 4 copies
- d. Statement of Service from Unit - 4 copies
- (Attach one copy of all orders from Call to mil training to last promotion order only)
 - 2 copies
- e. Leave / Furlough Record from Unit - 2 copies
- f. Statement of Last Payment - 8 copies
- g. Authorization to Deduct - 3 copies
- h. Certificate of Beneficiaries from Unit - 2 copies
- i. LOD Board Order
 - (1) Investigation Report - 4 copies
 - (2) Creation of the LOD Board - 2 copies
 - (3) Sworn Statement of Witness - 2 copies
 - (4) Minutes of LOD Proceedings - 2 copies
 - (5) Report of LOD Proceedings - 2 copies
- j. Explanation for late filing from Unit & wife/parents if single - 3 copies
- (Three (3) years after death)

Army Vision: By 2028, a world-class Army that is a source of national pride.

ADDITIONAL REQUIREMENTS IF THE DECEASED HAS COMMON LAW WIFE/CHILDREN:

- a. Birth Certificate of Children acknowledge by the father w/ receipt-1 NSO original copy - 8 photo copies
- b. Affidavit of Common Law Wife (CLW) (Authenticated) - 5 copies
- c. Affidavit of Two (2) Disinterested Person (Authenticated) - 5 copies
- d. Affidavit of Guardianship of Children (Authenticated) - 5 copies
- e. Photocopy of ATM Savings Account Nr (LBP only) - 8 photo copies
- f. PUF of Guardian & children w/ signature & thumb mark - 5 copies



CHECKLIST OF NEEDED REQUIREMENTS FOR DEATH BENEFIT CLAIMS (FOR SICKNESS)

WIDOW/PARENT

- a. Pensioner Update Form - 5 copies
- b. Application for Death Benefit Claims - 1 original copy
- 1 photo copy
- c. Marriage Contract of Widow/Parents w/ receipt } 1 NSO original copy
Attach CRS Form # 5 (Advisory on Marriages) w/ receipt } 10 photo copies
Attach affidavit of discrepancy (If any)
- d. Birth Certificate of the Deceased w/ receipt } 1 NSO original copy
If single attach CRS Form # 4 (CENOMAR) w/ receipt } 8 photo copies
Attach affidavit of discrepancy (If any)
- e. Birth Certificate of Children and Wife w/ receipt } 1 NSO original copy
Attach affidavit of discrepancy (If any) } 8 photo copies
- f. Affidavit of Widow/Parents (Authenticated) - 1 original
- 7 photocopies
- g. JAGO Form 15 (Authenticated) - 1 original
- 7 photo copies
- h. Death Certificate if either of the Beneficiaries is Deceased } 1 NSO original copy
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