

Republic of the Philippines

**OFFICE OF THE OMBUDSMAN**

Agham Road, Diliman, Quezon City

**APPLICATION FOR OMBUDSMAN CLEARANCE**

**THE HONORABLE OMBUDSMAN:**

I respectfully request your good office to issue a clearance in my favor for:

 (Please indicate your purpose by checking the appropriate box)

 RETIREMENT \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Month Day Year

 RESIGNATION \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Month Day Year

 OTHERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Your kind consideration on this matter will be greatly appreciated.

 Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name Middle Name Last Name

**ATTACHMENTS:**

**For Civilian Employees:**

 Indorsement Letter/ Letter Request

 Certified True Copy of Service Record

 Authorization with photocopy of valid ID

**For Uniformed Personnel:**

 Retirement Order/ Letter Request from the Adjutant

 (In the absence of Retirement Order) for AFP Personnel

 Certified photocopy of Statement of Service

 Authorization with photocopy of valid ID

**IMPORTANT:**

 File NOT EARLIER than three (3) months for civilian employees and six (6) months for AFP/ PNP/ BJMP/ BFP/ PCG before retirement/ resignation date.