

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.