

FLOW ON PROCESSING OF 36 MLS CLAIMS WITHIN BGCU

Reference: Circular # 04, GHQ AFP dated 30 Sept 2014/ SOP # 06, GHQ AFP dated 14 Aug 2007

Persons Eligible: Those who applied for Compulsory Retirement/ Optional Retirement / Compulsory Retirement with CDD

Timeline: The entire transaction shall be processed within twenty (20) working days

ACTIVITY	TIMELINE	FLOWCHART	PERSON-IN-CHARGE	DOCUMENTARY REQMTS
1) Check/received application from Major Service and encode to <u>Microsoft excel</u> for recording after which forward to Clearance Processing NCO	3 min/folder	<pre> graph TD 1[1. MESSAGE CENTER] --> 2[2. CLEARANCE SECTION] 2 --> 3[3. ENCODING SECTION] 3 --> 4[4/5. VALIDATION SECTION] 4 --> 6[6. CO] 6 --> 7[7. CLEARANCE SECTION] 7 --> 8[8. DV GENERATION SECTION] 8 --> 9[9. CO] 9 --> 10[10. DV GENERATION SECTION] 10 --> PPBU([PPBU (Finished)]) </pre>	Mrs Faustina V Pascua CE Mrs. Morena Del Rosario CE	1. Endorsement Letter 2. Personal Action Form 3. AFP Personnel Data Sheet
2) Encode data information of retiree in database <u>ww2.afppension.net</u> and <u>Microsoft Excel</u> for monitoring and immediately request for Accounting clearances	10 min/folder		GHQ ACCOUNTING PO3 Roderick T Verzosa PN Sgt George M Ada-ol PA	<ul style="list-style-type: none"> • Marriage Contract, if married • Birth Certificate • Advisory on Marriages
3) Encode data information of principal/beneficiary in <u>PenMIS</u> . If there are discrepancy noted, forward to Admin for appropriate action	15 min/folder		Ms. Larcita R Legaspi CE Mrs. Marvi DC Tabunda CE	4. Dependents' Documents: <ul style="list-style-type: none"> • Dependent Data Sheet • Birth Certificate of wife & minor children • Advisory on Marriages of wife
4) Initial validation of data information previously encoded. If there are erroneous/discrepancy noted return to encoder or to Admin NCO for appropriate action	15 min/folder		Cpl Maureen P Elopio PA Mrs Faustina V Pascua CE	5. Retirement Order
5) Final validation of data information previously encoded	15 min/folder		TSg Julie C Galla PAF Mrs. Salud M Manlambus CE	6. Command/DLO Clearance
6) Check documents and approve data information encoded and return to Validator for recording	15 min/folder		MAJ ROLANDO E VARGAS JR (INF) PA	7. Ombudsman Clearance
7) Attach Accounting Clearance to retiree's claim folder and forward to DV Generation NCO for generation of voucher	3 min/folder		PO3 Roderick T Verzosa PN Sgt George M Ada-ol PA	8. LBP ATM Account Nr
8) Generate DV/List Number and forward to CO for approval	5 min/folder		MSg Sancho A Rolle PAF SSg Julius M Due PA	9. Statement of Service
9) Approve the said DV and return to DV Generation NCO for tracking	3 min/folder		MAJ ROLANDO E VARGAS JR (INF) PA	10. Statement of Last Payment
10) Tracking and printing of transmittal to PPBU and encode to Microsoft Excel for recording/monitoring	5 min/folder		MSg Sancho A Rolle PAF SSg Julius M Due PA	11. GHQ Clearances: <ul style="list-style-type: none"> • TJAG • OTIG • TPMG • OESPA (Officer only) • AFPREO • GHQ Accounting (<i>to be requested by AFP PGMC</i>)

Note: Release of Accounting Clearance depends with GHQ Accounting Center

FLOW ON PROCESSING OF DIRECT PENSION WITHIN BGCU

Reference: Circular # 04, GHQ AFP dated 30 Sept 2014/ SOP # 06, GHQ AFP dated 14 Aug 2007

Persons Eligible: Those who applied for Compulsory & Optional Retirement/ Retired & Separated with CDD

Timeline: The entire transaction shall be processed within twenty (20) working days

ACTIVITY	TIMELINE	FLOWCHART	PERSON-IN-CHARGE	DOCUMENTARY REQMTS
1) Check/received application folder from Major Service and encode to <u>Microsoft excel</u> for recording after which forward to Clearance Processing NCO	3 min/folder	<pre> graph TD S1[1 MESSAGE CENTER] --> S2[2 CLEARANCE SECTION] S2 -.-> GHQ[GHQ ACCOUNTING] GHQ -.-> S2 S2 --> S3[3 ENCODING SECTION] S3 --> S4[4/5 VALIDATION SECTION] S4 --> S5[6 CO] S5 --> S6[7 CLEARANCE SECTION] S6 --> S7[8 ADMIN SECTION] S7 --> PAU([PAU Finished]) </pre>	Mrs Faustina V Pascua CE Mrs. Morena Del Rosario CE	1. Endorsement Letter 2. Personal Action Form 3. AFP Personnel Data Sheet
2) Encode data information of retiree in database <u>ww2.afppension.net</u> and <u>Microsoft Excel</u> for monitoring & immediately request for Accounting clearances	10 min/folder		PO3 Roderick T Verzosa PN Sgt George M Ada-ol PA	<ul style="list-style-type: none"> • Marriage Contract, if married • Birth Certificate • Advisory on Marriages
3) Encode data information of principal/beneficiary in <u>PenMIS</u> . If there are discrepancy noted, forward to Admin for appropriate action	15 min/folder		Ms. Larcita R Legaspi CE Mrs. Marvi DC Tabunda CE	4. Dependents' Documents: <ul style="list-style-type: none"> • Dependent Data Sheet • Birth Certificate of wife & minor children • Advisory on Marriages of wife
4) Initial validation of data information previously encoded. If there are erroneous/discrepancy noted return to encoder or to Admin NCO for appropriate action	15 min/folder		Cpl Maureen P Elopio PA Mrs Faustina V Pascua CE	5. Retirement Order
5) Final validation of data information previously encoded	15 min/folder		TSg Julie C Galla PAF Mrs. Salud M Manlambus CE	6. Command/DLO Clearance
6) Check documents and approve data information encoded and return to Validator for recording	15 min/folder		MAJ ROLANDO E VARGAS JR (INF) PA	7. Ombudsman Clearance
7) Attach Accounting Clearance to retiree's claim folder and forward to Admin Section for transmittal to Pensioner's Assistance Unit (PAU)	3 min/folder		PO3 Roderick T Verzosa PN Sgt George M Ada-ol PA	8. LBP ATM Account Nr
8) Transmit approved retiree's claim folder to PAU for gains/inclusion in the AFP Pension Payroll and subsequent process arrears/unpaid monthly pension	5 min/folder		SSg Jessie D Panzo (SC) PA	9. Statement of Service 10. Statement of Last Payment 11. GHQ Clearances: <ul style="list-style-type: none"> • TJAG • OTIG • TPMG • OESPA (Officer only) • AFPREO • GHQ Accounting (<i>to be requested by AFP PGMC</i>)
			12. AFPRSAB Resolution for late claims (more than 3-year)	

Note: Arrears/unpaid monthly pension will be processed by PAU after approval of gains/inclusion in the AFP Pension Payroll

FLOW ON PROCESSING OF POSTHUMOUS PENSION WITHIN BGCU

Reference: Circular # 04, GHQ AFP dated 30 Sept 2014/ SOP # 06, GHQ AFP dated 14 Aug 2007

Persons Eligible: Spouse and unmarried children below 21 years of age/ If single, parents or unmarried brother/sister

Timeline: The entire transaction shall be processed within twenty (20) working days

ACTIVITY	TIMELINE	FLOWCHART	PERSON-IN-CHARGE	DOCUMENTARY REQMTS	
1) Check/received application folder from Major Service and encode to <u>Microsoft Excel</u> for recording	3 min/folder	<pre> graph TD 1[MESSAGE CENTER] --> 2[PPCB] 2 --> 3[ENCODING SECTION] 3 --> 4[PPCB] 4 --> 5[CO] 5 --> 6[PPCB] 6 --> 7[PPCB] 7 --> 8[DV GENERATION SECTION] 8 --> 9[CO] 9 --> 10[DV GENERATION SECTION] 10 --> PPBU[PPBU (finished)] </pre>	Mrs Faustina V Pascua CE Mrs. Morena Del Rosario CE	1. Endorsement fm Maj Svc Comdr/TAS 2. AFP Personnel Data Sheet of Widow/Children/Parents with whole body picture	
2) Forward to Posthumous Processing Claims Branch (PPCB) for encoding in <u>Monitoring Worksheet</u> & in database <u>ww2.afppension.net</u> and immediately request for Accounting clearance	10 min/folder		2	GHQ ACCOUNTING Ms. Katrina J Rabaja CE Ms. Techie T Buquid CE	3. Death Certificate from LCR/PSA or Declaration of Presumptive Death 4. Marriage Contract if the deceased is married; Birth Certificate if single
3) Forward to Encoding Section for encoding of data information of principal/beneficiary in <u>PenMIS</u> .	15 min/folder		3	Ms. Larcita R Legaspi CE Mrs. Marvi DC Tabunda CE	5. Birth Certificate of Minor Children 6. CRS Form Nr 5 (Advisory on Marriages) with official receipt
4) After encoding, forward to PPCB for <u>initial</u> and <u>final</u> validation of data information previously encoded. If there are erroneous/ or discrepancy noted return to encoder or Admin NCO for appropriate action. Those without Discrepancy endorse to CO for approval	30 min/folder		4	Ms. Katrina J Rabaja CE Ms. Techie T Buquid CE	7. Bank Pension Account 8. Casualty Report/Incident Report 9. Investigation Report (Non-Battle)
5) Approve application folder for " <u>gains /inclusion in the AFP Payroll</u> " through PenMIS	15 min/folder		5	MAJ ROLANDO E VARGAS JR (INF) PA	10. Line of Duty (LOD) Status Order 11. Posthumous Ret/Sep Order 12. Statement of Service fm Maj Svc Adjutant
6) Return to PPCB for request of printing of Report of Changes at PG3 and counter check the report entries prior submission to AFP OFM together w/ supporting documents for audit/validation	15 min/folder		6/7	PG3 Ms. Katrina J Rabaja CE Ms. Techie T Buquid CE	13. Statement of Last Payment 14. Certificate of Beneficiaries fm Maj Svc Adj 15. Declaration of Legal Beneficiaries fm JAG
7) Process and compute unpaid monthly pension/ Arrearages and Attach the ff: (1) Accounting Clearance (2) Cert of Non-Payment (3) Computation of unpaid pension (4) Pension Details and forward to DV Generation NCO for voucher	10 min/folder		8	Mr Marcelo L Siatong Jr CE Ms. Katrina J Rabaja CE Ms. Techie T Buquid CE	16. Military Leave/Furlough Records (TAS only) 17. JAGO Form Nr 15 18. Affidavit of Widow (if married) /Parents (if single)
8) Generate DV for the payment of arrearages/unpaid pension and forward to CO for approval	7 min/folder		9	CO	19. Command Clearance 20. AFPREO Clearance
9) Approve the said DV and return to DV Generation NCO	3 min/folder		10	MSg Sancho A Rolle PAF SSg Julius M Due PA	Additional Requirements for Arrearages Claims (to be requested by BGCU, AFPPGMC) 21. Certification of Non-Payment from AFPFC 22. Computation of Arrears/Unpaid Pension
10) Tracking and printing of transmittal to PPBU and encode to Microsoft Excel for recording/monitoring	5 min/folder			MAJ ROLANDO E VARGAS JR (INF) PA MSg Sancho A Rolle PAF SSg Julius M Due PA	23. Pension Details from AFPFC 23. AFP Accounting Clearance 24. AFPRSAB Resolution for late claims (more than 3-year)

Note: As per DBM, the submission of fund request for the payment of Arrearages/Unpaid Monthly Pension is quarterly basis starting CY-2015

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FLOW ON PROCESSING OF AFPRSAB WITHIN BCGU

Reference: Circular # 04, GHQ AFP dated 30 Sept 2014/ SOP # 04, GHQ AFP dated 12 September 2013

Persons Eligible: Those military personnel or their legal beneficiaries filed three (3) years after the date of actual retirement/separation from the military service

Processing Time: The entire transaction will depend on the schedule of the Board, BI Result and Legal Opinion and/or issuance of Declaration of Beneficiaries from OTJAG

STEP	ACTIVITY	TIMELINE	FLOWCHART	PERSON-IN-CHARGE	DOCUMENTARY REQMTS
			STEPS		
1	Review, recheck and scrutinize the authenticity and ensure the sufficiency of the supporting documents	10 min/folder	Recvd folder from PGABs/ Claimant	TsG Ma. Johanna Elpedes PAF TsG Julie C Galla PAF Ms. Cherry May M Rivera CE	1 Retirement / Separation Orders 2 Statement of Service 3 AFP Personnel Data Sheet of Retired 4 Dependent Data Sheet of widow/ children/ parents (if single) w/ 2x2 picture
2	Request Certificate of Payment/Non-Payment and Pension Details at AFP Finance Center	5 min	R S A B S E C T I O N	AFPFC Ms. Cherry May M Rivera CE	5 Affidavit of Delay (Reasons of late filing) 6 Marriage Contract (if married); Birth Certificate (if single) 7 CRS Form Nr 4 (CENOMAR) if single 8 CRS Form Nr 5 (Advisory on marriages) of both husband & wife
3	Request records at NRD, OTAG if there's a lacking documents or inform the claimant to submit.	5 min		OTAG Ms. Cherry May M Rivera CE	9 Personnel History Statement (PHS) of claimant 10 Two (2) valid ID of claimant
4	Request for Background Investigation (BI) at ISAFP or PG2, PGMC in order to confirm or deny the true identity, physical existence, marital status and citizenship of the claimant.	15 min		PG2/ ISAFP Ms. Cherry May M Rivera CE	11 Proof of life w/ recent whole body picture holding newspaper (nonappearance)
5	Prepare folder needed by the Board	15 min/folder		AFP RSAB Ms. Cherry May M Rivera CE	12 Brgy. Certificate re true identity with recent 2x2 picture 13 Certificate of Payment/ Non-Payment from AFPFC 14 Statement of Last Payment 15 Command/Major Service Clearance 16 ATM Pension Account with LOI (if qualified as pensioner)
6	After Board deliberation, prepare Minutes of the Meeting	1 day		TsG Ma. Johanna Elpedes PAF Ms. Cherry May M Rivera CE	Additional Requirements for those personnel with CDD
7	If claims are complicated refer to TJAG for legal opinion and/or issuance of declaration of beneficiaries	15 - 30 min		TJAG, AFP TsG Julie C Galla PAF Ms. Cherry May M Rivera CE	1 Cert of Disability Discharge Order from AFPMC 2 Confirmation of CDD Order from Maj Svc/OTAG 3 CDD Worksheet 4 Application for CDD pension 5 Affidavit of Non-Employment
8	Draft Resolution	1 day		TsG Julie C Galla PAF Ms. Cherry May M Rivera CE	Additional Requirements for death claims (Posthumous/Transfer of Pension)
9	Review/check Minutes of the Meeting and Board Resolution, prior signature by the Board.	30 min		9 CO MAJ ROLANDO E VARGAS JR (INF) PA	1 Death Certificate from LCR/PSA with OR attached 2 Declaration of Legal Beneficiaries from TJAG 3 Certificate of Beneficiaries from OTAG 4 Casualty Report (if posthumous) 5 Line of Duty (LOD) Orders (if posthumous) 6 Birth Certificate of wife & unmarried minor children 7 Affidavit of Parents (if single)/ Widow (if married) 8 JAGO Form Nr 15
10	If, the Resolution are signed by the board members, inform the claimant/s thru letter or text blast to submit photocopy of ATM Pension with Letter of Introduction (LOI) from AFPFC	5 min		10 RSAB Section Ms. Cherry May M Rivera CE	Additional Requirements if Natural Citizen
11	Prepare transmittal to concerned Action Clerk (depending on the type of claims, Ex: if, Transfer of Pension the folder will be forwarded to PAU)	20 min		11 Transmits complete docs to concerned Action Clerk for processing of benefits/pension (finished)	Additional Requirements for PC Personnel

- 1 Endorsement /Certification from the Hqs PNP
- 2 Comptroller re Non Money Accountability
- 3 Logistics re Non Property Accountability
- 4 Internal Affairs Service (IAS) from Hqs PNP

PLANS PROGRAM BUDGET UNIT (PPBU)

Activity	Procedure	Timeline	Person-in-Charge	Documents Required	
PROCESSING OF 36 MONTHS LUMP SUM, SEPARATION GRATUITY AND COMMUTATION	REQUEST OF FUND				
	1	Receive and track all DV's from BGCU of 36 MLS, Commutation, and Separation Gratuity from PENmis	10 mins	TSg Ma Eilene DC Maranan 842549 PAF	- DVs with attached supporting documents
	2	<ul style="list-style-type: none"> - Extraction of required documents for the attachments of all requests of; 36 MLS & Separation Gratuity <ul style="list-style-type: none"> - 36 MLS & Sep grat - 36 MLS (Living Claim) - 36 MLS (Refund) - Commutation (TAS) - Print Lists and prepares request SARO/NCA for the funding of 36 MLS, Sep Grat & Commutation - Export/extract lists of retirees w/ DV to all Fls - Upload all deductions from Fls 	30 mins	TSg Ma Eilene DC Maranan 842549 PAF	<ul style="list-style-type: none"> - DVs with attached supporting documents - DV List - Authority to Deduct
	3	Forwarded to OJ1 (Request SARO/NCA for the funding of 36 MLS, Sep Grat & Commutation (TAS))	30 mins	TSg Ma Eilene DC Maranan 842549 PAF	<ul style="list-style-type: none"> - Letter Request of Fund to OJ1 - DV List
	PROCESSING OF FUNDED CLAIMS				
4	Secure a copy of SARO/NCA from DBM and AA from OFM <ul style="list-style-type: none"> - Process disbursement vouchers (DV's) • Prepares AFPPGMC obligation request (OBR) • Signature of CO, PPBU & CO, BGCU on OBR • Process & Stamp/ writes AA#, date of AA and afppgmc obr number on back of net DVs, remittances (Govt & financial institutions) - Signature of C, AFPPGMC on DV'S 	30 mins	TSg Ma Eilene DC Maranan 842549 PAF	<ul style="list-style-type: none"> - SARO/NCA from DBM - Allotment Advice (AA) - Obligation Request (OBR) 	

Activity	Procedure	Timeline	Person-in-Charge	Documents Required	
PROCESSING OF PRIOR YEARS PENSION CLAIMS	REQUEST OF FUND				
	1	- Receive Disbursement Voucher from PAU and RSAB, BGCU for Prior Various Claims such as Deleted Monthly Pension, Transfer, Refund, Unpaid, Underpaid and One Time Payment	10 mins	Ronaly M Mingo CE	- DVs with attached supporting documents
	2	- Check the completeness of required documents, signatories/authentications, history of payments, computations	30 mins	Ronaly M Mingo CE	- DVs with attached supporting documents
	3	- Prepares request for availability of pension fund for signature of C, PGMC via PG3 & Deputy Chief, PGMC - Extracted copy of Disbursement Vouchers, Breakdown of Computation, Death Certificate, Birth Certificates, Declaration of Beneficiaries, RSAB and other documents.	30 mins	Ronaly M Mingo CE	- DVs with attached supporting documents - DV List - Authority to Deduct
	4	- Forwarded to OJ1 (Request SARO/NCA for the funding of various prior years claim)	30 mins	Ronaly M Mingo CE	- Letter Request of Fund to OJ1 - DV List
	PROCESSING OF FUNDED CLAIMS				
5	- Secure a copy of SARO/NCA from DBM and AA from OFM - Process disbursement vouchers (DV's) • Prepares AFPPGMC obligation request (OBR) • Signature of CO, PPBU & CO, PAU on OBR • Process & Stamp/ writes AA#, date of AA and afppgmc obr number on back of net DVs, remittances (Govt deductions) - Signature of C, AFPPGMC on DV'S	30 mins	Ronaly M Mingo CE	- SARO/NCA from DBM - Allotment Advice (AA) - Obligation Request (OBR) - DVS with attached supporting documents	

Activity	Procedure	Timeline	Person-in-Charge	Documents Required	
PROCESSING OF POSTHUMOUS PENSION CLAIMS	REQUEST OF FUND				
	1	<ul style="list-style-type: none"> - Prepares request for availability of pension fund for signature of C,PGMC via PG3 & Deputy Chief, PGMC - Extracted copy of Disbursement Vouchers, Accounting Clearance, Computation of Claims, Declaration of Beneficiaries, Statement of Non Payment from Finance, RSAB, Posthumous Order, Death Certificate, Marriage Contract and Birth Certificates and other documents Generate DV Lists from PENMIS 	10 mins	TSG Paul H Bernal 830860 PAF	<ul style="list-style-type: none"> - DVs with attached supporting documents
	2	<ul style="list-style-type: none"> - Check the completeness of required documents, signatories/authentications, history of payments, computations 	30 mins	TSG Paul H Bernal 830860 PAF	<ul style="list-style-type: none"> - DVs with attached supporting documents
	3	<ul style="list-style-type: none"> - Prepares request for availability of pension fund for signature of C,PGMC via PG3 & Deputy Chief, PGMC - Extracted copy of Disbursement Vouchers, Breakdown of Computation, Death Certificate, Birth Certificates, Declaration of Beneficiaries, RSAB and other documents. 	30 mins	TSG Paul H Bernal 830860 PAF	<ul style="list-style-type: none"> - DVs with attached supporting documents - DV List - Authority to Deduct
	4	<ul style="list-style-type: none"> - Forwarded to OJ1 (Request SARO/NCA for the funding of posthumous pension claim) 	30 mins	TSG Paul H Bernal 830860 PAF	<ul style="list-style-type: none"> - Letter Request of Fund to OJ1 - DV List
	PROCESSING OF FUNDED CLAIMS				
	5	<ul style="list-style-type: none"> - Secure a copy of SARO/NCA from DBM and AA from OFM - Process disbursement vouchers (DV's) • Prepares AFPPGMC obligation request (OBR) • Signature of CO, PPBU & CO, BGCU on OBR • Process & Stamp/ writes AA#, date of AA and afppgmc obr number on back of net DVs, remittances (Govt deductions) - Signature of C, AFPPGMC on DV'S 	30 mins	TSG Paul H Bernal 830860 PAF	<ul style="list-style-type: none"> - SARO/NCA from DBM - Allotment Advice (AA) - Obligation Request (OBR) - DV List with attached supporting documents

Activity	Procedure	Timeline	Person-in-Charge	Documents Required
<p style="text-align: center;">PROCESSING OF REGULAR AND SUPPLEMENTARY PENSION</p>	<p>1</p> <ul style="list-style-type: none"> - Prepares request for availability of pension fund/authority to release (ATR) for regular and supplementary pension for signature of C,PGMC via PG3 & Deputy Chief, PGMC - Extracts copy of balancing summary, payroll, gains and losses as supporting documents to the request and pre-audit same documents prior signature of Chief, AFPPGMC 	<p>30 mins</p>	<p>TSg Regie L Rivera 835216 PAF</p>	<ul style="list-style-type: none"> - DVs - Balancing Summary - Payroll - Gains and Losses
	<p>2</p> <ul style="list-style-type: none"> - Forwarded to OJ1 request for availability of pension fund/authority to release (ATR) for regular and supplementary pension 	<p>30 mins</p>	<p>TSg Regie L Rivera 835216 PAF</p>	<ul style="list-style-type: none"> - Letter Request of Fund to OJ1 - Balancing Summary - Gains and Losses
	<p>3</p> <ul style="list-style-type: none"> - Secure a copy of AA from OFM - Process disbursement vouchers (DV's) <ul style="list-style-type: none"> • Prepares AFPPGMC obligation request (OBR) • Signature of CO, PPBU & CO, PAU on OBR • Stamp/ writes AA#, date of AA and afppgmc obr number on back of DVs - Signature of C, AFPPGMC on DV'S 	<p>30 mins</p>	<p>TSg Regie L Rivera 835216 PAF</p>	<ul style="list-style-type: none"> - SARO/NCA from DBM - Dvs with attached Balancing Summary - Allotment Advice (AA) - Obligation Request (OBR)

PROCESSING OF GAINS IN THE AFP PENSION PAYROLL (RESUMPTION and RESTORATION)

UNIT/OFFICE/ SECTION/PERSON	ACTIVITIES/TASK	TIMELINE	REQUIREMENTS
Resumption/Restorati on NCO/Clerk	<ul style="list-style-type: none"> • Receive application with complete supporting documents. • If more than three (3) years - forward application of Resumption at BGSU for AFPRSAB and if for Restoration, refer to CIU for BI • Sort and check the completeness of supporting documents • Encode and check the correctness of data in PenMIS • Determine the unpaid monthly pension of the applicant • Prepare Request for AFPRSAB/BI if required 	1 Day	<p style="text-align: center;"><u>RESUMPTION</u></p> <ul style="list-style-type: none"> • Photocopy of Ret Order and ID • Photocopy of Pension Acct • LOI and Bank statement/credit memo. • Affidavit of Late Filing if necessary • RSAB if more than 3 yrs after resumption <p style="text-align: center;"><u>RESTORATION</u></p> <ul style="list-style-type: none"> • Photocopy of Retirement Order and AFP Retired ID • Affidavit of Late Filing if necessary. • Non-updating – Proof of Life • Lost of Citizenship – Cert of Naturalization (Dual Citizenship), Oath of Allegiance, Order of Approval, Identification Certificate • Wrong delition – Proof of Life, BI result • BI result if more than 3 yrs after deletion •
BGSU/AFPRSAB	<ul style="list-style-type: none"> • Conduct Board Deliberation for the late application of Resumption • Furnish Resumption Section, PAU of AFPRSAB Board decision for the processing of Resumption and other claims. 	2 Months	
CIU	<ul style="list-style-type: none"> • Conduct BI for the Deleted pensioner for more than 3 years prior Restoration. • Furnish Restoration Section, PAU a BI Result for the processing of Restoration and other claims 	2 Weeks	
Encoding Section Grace	<ul style="list-style-type: none"> • Ensure the correctness of data in the Retired Info File of the PenMIS • Encode additional data in the Retired Personnel Information File in PenMIS 	30 Mins	
Validation	<ul style="list-style-type: none"> • Check the completeness and accuracy of documents • Check the completeness and accuracy of data in the Retired personnel Information (Pre-Validation) in PenMIS 	30 Mins	
CO, PAU	<ul style="list-style-type: none"> • Approve the Gains in the Retired Personnel Information (Approved/Validated) portion in PenMIS 	30 Mins	
Resumption/Restorati on NCO/Clerk	<ul style="list-style-type: none"> • Check if all pensioners for gains are included in the payroll list • Print monthly pension payroll to check if all gained pensioner are included in the payroll • Prepare Letter of Inclusion in the Payroll of the newly gained pensioner to be signed by CO, PAU addressed to OFM and AFPFC thru OPG3. • Prepare Transmittal of documents thru PG3 to be signed by CO, PAU • Submit printed payroll and other supporting documents to OFM, AFP/AFPFC thru IT Section/OPG3, AFPPGMC. 	1 Day	

	• Monitor the payment to newly gained pensioner on the 16th of the payroll month.		
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Note: 1. The cut-off date for gains is every 5th day of the month.

2. The pension will be received by the newly gained pensioner on the 16th day of the preceeding month of the cut-off date.

PROCESSING OF GAINS IN THE AFP PENSION PAYROLL (TRANSFER OF PENSION)

UNIT/OFFICE/ SECTION	ACTIVITIES/TASK	TIMELINE	REQUIREMENTS
TOP NCO/Clerk	<ul style="list-style-type: none"> • Receive application with complete supporting documents. • If more than three (3) years, forward application for Transfer of Pension at BGCU for AFPRSAB • Sort and check the completeness of supporting documents • Encode and correct data in PenMIS • Determine the Number of qualified beneficiary based in the submitted documents 	1 Day	<p style="text-align: center;"><u>TOP BASIC DOCUMENTS</u></p> <ul style="list-style-type: none"> • Death Cert, Retirement Order, Certificate of Beneficiary/ies • PSA Docs with Official Receipt (Marriage Cert, CRS Form No 4/5, Birth Cert of children, Pension Acnt, Beneficiary ID
BGCU/AFPRSAB	<ul style="list-style-type: none"> • Conduct Board Deliberation on the late application of Resumption • Furnish PAU of AFPRSAB Board result for the processing of TOP • Furnish Le4gal Office a result of AFPRSAB for the Declaration of Beneficiaries 	2 months	<ul style="list-style-type: none"> • Duly accomplished Application Form • Duly Notarized Affidavit of Surviving Legal Heirs • Declaration of Beneficiary
Legal Office / OTJAG, AFP	<ul style="list-style-type: none"> • Received Docs from TOP Section, PAU/ BGCU (AFPRSAB) • Sort Documents and determine if Contested or Uncontested claims • For Uncontested – schedule the conduct of DBB and prepare/reproduce Declaration of Beneficiary/ies to be signed by Chaiman and members of the Declaration of Bene Board • For Contested – Prepare request for the Declaration of Legal Beneficiary at OTJAG to be signed by Dep Chief, AFPPGMC • Consiladate DBB results from DBB and OTJAG and forward to PAU for the Gains in the payroll and processing of unpaid claims. • Inform the disqualified applicant and furnish them copy of disqualification from OTJAG/DBB. Furnish PAU a copy of Notice of disqualification. 	2 months	<ul style="list-style-type: none"> • AFPRSAB if the application is more than 3 yrs reckoned on the date of death of principal. • Cert of Guardianship for minor below 7 yrs old • For Married – Oroginal PSA Docs wit OR (Marriage Contract Bet Deceased Pensioner and his/her spouse, CRS Form #5 of both and Birth Cert of all children below 21 Yrs old and Cert of No marriage (CRS Form Nr4) to those children above 18 yrs old and above.
Claimant	<ul style="list-style-type: none"> • Secure copy of DBB for TOP • Secure Bene ID at OTAG • Secure LOI fm AFPFC and open pension account to any AGDBs • Submit LOI, Pension Account, Bene ID at TOP Section, PAU 	1 Day	<p style="text-align: center;"><u>FOR SINGLE</u></p> <ul style="list-style-type: none"> • Birth Cert of deceased pensioner • CRS Form #4 of the deceased • With Parents – Marriage Contract of Parents with OR
Computation Section	<ul style="list-style-type: none"> • Determine the Number of Legal and qualified Beneficiary based on the attached DBB. • Determine and compute the monthly pension to be devided equally to the qualified beneficiary. 	1 Day	<ul style="list-style-type: none"> • With Siblings – Marriage Contract of parents of the deceased pensioner, Birth Cert of qualified siblings of pensioner and PSA CRS

Encoding Section	<ul style="list-style-type: none"> • Ensure the correctness of data in PenMIS • Encode additional data in the Retired Personnel Information File in PenMIS 	30 Mins	Form #4 of qualified/claimant siblings
Validation Section	<ul style="list-style-type: none"> • Check the completeness and accuracy of documents • Check the completeness and accuracy of data in the Retired personnel Information for Pre-Validation in PenMIS 	30 Mins	
CO, PAU	<ul style="list-style-type: none"> • Approve the Gains in Retired Personnel Information (Approved/Validated) portion in PenMIS 	30 Mins	
TOP NCO/Clerk	<ul style="list-style-type: none"> • Check if all pensioners for gains are included in the payroll list • Print Payroll • Prepare Letter of inclusion in the payroll if there are pensioners gained in PenMIS but not included in the payroll list. • Prepare Letter of Inclusion in the Payroll of the newly gained beneficiary/ies to be signed by CO, PAU addressed to OFM and AFPFC thru OPG3. • Prepare Transmittal of documents thru PG3 to be signed by CO, PAU • Submit printed payroll and other supporting documents to OFM, AFP/AFPFC thru IT Section/OPG3, AFPPGMC. • Monitor the payment to the newly gained pensioner in the 16th of the payroll month. 	1 Day	

**PROCESSING OF GAINS/CHANGES IN THE AFP PENSION PAYROLL
(INCORPORATION/OWN RIGHT/OVERPAID/UNDERPAID)**

UNIT/OFFICE/ SECTION	ACTIVITIES/TASK	TIMELINE	REQUIREMENTS
Incorporation NCO/Clerk	<ul style="list-style-type: none"> • Received reports/application for the Incorporation/overpaid/underpaid monthly pension • Request copy of Retirement Orders from NRD, OTAG if necessary • Provide the computation Section a copy of Retirement Orders and other docs 	1 Day	<ul style="list-style-type: none"> • Copy of Retirement Orders and Ammendments if any • Copy of pensioner's monthly pension in Pension Details •
Computation Section	<ul style="list-style-type: none"> • Print copy of Pension Detail of concerned pensioner • Compute monthly pension based on the presented retirement orders and approved pension payscale. • Furnish a copy of the result of recomputation to Gains & Losses Section and to CO, PAU 	1 Day	
Admin Section	<ul style="list-style-type: none"> • Sent Letter to concerned pensioners informing them for the correction/changes of their monthly pension and possible B4 deduction of their overpayment and/or payment of underpayment. 	1 Day	
Gains & Losses Section/ Front Liner	<ul style="list-style-type: none"> • Encode the necessary correction in PenMIS • Prepare request for the changes of Monthly pension in payroll 	1 Day	
Encoding Section	<ul style="list-style-type: none"> • Encode necessary correction and other data in PenMIS 	30 Mins	
Validation	<ul style="list-style-type: none"> • Check the completeness of documents • Check the corrected data in PenMIS 	30 Mins	
CO, PAU/Ex-O	<ul style="list-style-type: none"> • Approve the Gains in PenMIS 	30 Mins	
Incorporation NCO/Clerk	<ul style="list-style-type: none"> • Print copy of Monthly Payroll for the cross-matching of gains • Prepare Transmittal of documents thru OPG3 to be signed by CO, PAU • Prepare Letter of Inclusion in the Payroll of the changes of monthly payroll of affected pensioners in the payroll to be signed by CO, PAU addressed to OFM and AFPFC thru OPG3. • Submit printed payroll and other supporting documents to OFM, AFP/AFPFC thru IT Section/OPG3, AFPPGMC. • Monitor the payment to the newly gained pensioner in the 16th of the payroll month. 	1 Day	

PROCESSING OF SUPPLEMENTARY PAYROLL (Transfer of Pension, Incorporation)

UNIT/OFFICE/ SECTION	ACTIVITIES/TASK	TIMELINE	REQUIREMENTS
Computation Section	<ul style="list-style-type: none"> • Determine the Number of months and days of current year unpaid pension • Compute and determine the total amount of unpaid current year claims. • Deduct/Offset the overpayment of the deceased pensioner to the claims of qualified legal beneficiaries. • Forward the result of computation to TOP/Incorporation clerk. 	1 Day	<ul style="list-style-type: none"> • Copy of Retirement Orders and Ammendments if any • Declaration of Beneficiary/ies • Copy of pensioner's monthly pension in Pension Details
TOP/Inc Clerk	<ul style="list-style-type: none"> • Manually encode thru Excell format the data of all pensioners with current year claims for supplementary payroll • Prepare/Draft Letter Request for Supplemental Payroll addressed to OPG3 (for FMIS, AFPFC and OFM,AFP) 	1 Day	
CO, PAU	<ul style="list-style-type: none"> • Signs Request for the Supplementary Payroll 	30 Mins	
OPG3	<ul style="list-style-type: none"> • Prepare a Letter of Authority to be signed by Chief, AFPPGMC authorizing AFPFC to prepare Supplemental Payroll for the current year claims of the qualified beneficiaries/pensioners. 	1 Day	
OFM, AFP	<ul style="list-style-type: none"> • Validate the accuracy of the request for supplemental payroll 	1 Day	
FMIS, AFPFC	<ul style="list-style-type: none"> • Prepare supplemental payroll 	1 Day	
TOP/INC Clerk	<ul style="list-style-type: none"> • Print Supplemental Payroll and check if all the requested sullpemental claims are included in the supplemental payroll 	1 Day	

- Note: 1. The Supplementary Payroll for the TOP and INC will be process separately with the monthly Payroll. The payment is dependent on the approval of DBM for the availability of funds.
2. The current year/supplemental claims for Resumption and Restoration are already included in the first monthly payroll of the pensioner.

PROCESSING OF UNPAID PENSION (PRIOR YEARS CLAIMS)
(RESUMPTION/RESTORATION/INCORPORATION/TRANSFER OF PENSION)

UNIT/OFFICE/ SECTION	ACTIVITIES	TIMELINE	REQUIREMENTS
Section NCOs/Clerks	<ul style="list-style-type: none"> • Check the PenMIS /Pension Details for the prior year claims intended for pensioner • Received, Sort and check the completeness of supporting documents • Encode necessary data in PenMIS • Prepare, print and sign Processing Form B (Processing of Claims) 	1 Day	<p align="center"><u>RESUMPTION</u></p> <ul style="list-style-type: none"> • Photocopy of Ret Order and Retired ID • Photocopy of Pension Acct • LOI and Bank statement/credit memo • For late Resumption – Affidavit of Laste filing and RSAB result for more than 3 yrs. • With Pending Cases – Certification of the status of cases from court • If need to post a bond – renewal of bond <p align="center"><u>RESTORATION</u></p> <ul style="list-style-type: none"> • Pensioner's ID, Ret Order • Photocopy of Retirement Order and AFP Retired ID • Affidavit of Late Filing if necessary. • Non-updating – Proof of Life • Lost of Citizenship – Cert of Naturalization (Dual Citizenship), Oath of Allegiance, Order of Approval, Identification Certificate • Wrong delition – Proof of Life, BI result • BI result if more than 3 yrs after deletion • Wrong delition – Proof of Life, BI result • Deleted for more than 3-years – for BI <p align="center"><u>TOP</u></p>
Computation Section	<ul style="list-style-type: none"> • Determine/computes the unpaid monthly pension • Prepare, reproduce and sign Computation of Unpaid Monthly Pension Form • For TOP, deduct/offset the overpayment of the deceased pensioner to the claims of qualified legal beneficiaries 	1 Day	
Encoding Section	<ul style="list-style-type: none"> • Encode amount of claims and other data in PenMIS 	30 Mins	
Initial Validation	<ul style="list-style-type: none"> • Check the completeness of documents • Check the correctness of computation • Check correctness of computation of claims and other data in PenMIS • Signs in Cert of Computation and in Processing Form B 	30 Mins	
Final Validation	<ul style="list-style-type: none"> • Check the completeness and correctness of documents • Signs in Processing Form B 	30 Mins	
Ex-O, PAU	<ul style="list-style-type: none"> • Check the correctness of unpaid claims and signs the Certification and Computation of Claims Form. 	30 Mins	
CO, PAU	<ul style="list-style-type: none"> • Approves the amount of Claims in PenMIS • Approves Computation of unpaid claims and signs the Certification and Computation of Claims Form • Signs/approve Processing Form B 	30 Mins	
DV Generation Section	<ul style="list-style-type: none"> • Prepare and print DV • Check/sort supporting documents (reproduce documents if necessary) • Prepare, print and sign DV Transmittal 	1 Day	
Final Validation	<ul style="list-style-type: none"> • Signs DV 	30 Mins	
CO, PAU	<ul style="list-style-type: none"> • Approves DV list in PenMIS • Signs/approves DV 	30 Mins	

	<ul style="list-style-type: none"> • Signs DV transmittal 		<ul style="list-style-type: none"> • Same requirements in the Gains for Restoration
PBC, AFPFC	<ul style="list-style-type: none"> • Encode DV in FMIS • Signs DV 	3 Days	
DV Section	<ul style="list-style-type: none"> • Prepare , Print and sign DV Listing • Forward docs to PPBU 	1 Day	
PPBU	<ul style="list-style-type: none"> • Prepare Letter Requesting for the release of fund to be signed by Chief, AFPPGMC. • Prepare Letter of Endorsement addressed to DND/DBM to be signed by ACAFP • Assign batch and List Number on DVs • Forward to OFM,AFP/OJ1 	3 Days	

Note: The process will start once the claimant/pensioner gains in the AFP Pension Payroll

PROCESSING OF ONE-TIME PAYMENT (MONIES)

UNIT/OFFICE/ SECTION	ACTIVITIES	TIMELINE	REQUIREMENTS
Incorporation NCO/Clerk	<ul style="list-style-type: none"> • Check the PenMIS /Pension Details for the prior year claims intended for pensioner • Sort and check the completeness of supporting documents • Encode necessary data in PenMIS • Prepare, print and sign Processing Form B (Processing of DV Form) 	1Day	<ul style="list-style-type: none"> • Photocopy of Ret Order and ID of primary pensioner/spouse • Cert of Beneficiaries • Declaration of Legal Beneficiaries • Death Cert of both parents • Waiver of rights assigning one person to claim signed by all siblings /claimants • Birth Cert and photocopy of IDs of all authorized beneficiaries • Bank account of assigned claimant • Affidavit of Undertakings • Distribution of Monies to be issued to TJAG.
Computation Section	<ul style="list-style-type: none"> • Determine/computes the unclaimed monthly pension for monies. • Prepare, reproduce and sign Computation of Unpaid Monthly Pension Form • Forward computation and other documents to Incorporation/One-time payment NCO 	1 Day	
Incorporation Clerk	<ul style="list-style-type: none"> • Prepare/draft STL/request for the Distribution of Monies to OTJAG thru Legal Office, AFPPGMC 	1 Day	
OTJAG	<ul style="list-style-type: none"> • Issue Declaration of Distribution of Monies 	2 Weeks	
Incorporation Clerk	<ul style="list-style-type: none"> • Wait/Monitor for the release of Declaration of Distribution of MONIES signed by TJAG, AFP. • Forward documents to Encoding Section 	30 Mins	
Encoding Section	<ul style="list-style-type: none"> • Encode amount and other data in PenMIS 	30 Mins	
Initial Validation	<ul style="list-style-type: none"> • Check the completeness of documents • Check the correctness of computation • Check computation and other data in PenMIS • Signs the Cert of Computation and in Processing Form B 	30 Mins	
Final Validation	<ul style="list-style-type: none"> • Check the completeness and correctness of documents • Signs in Processing Form B 	30 Mins	
Ex-O, PAU	<ul style="list-style-type: none"> • Check the correctness of computation and Signs Computation of unpaid claims Form 	30 Mins	
CO, PAU	<ul style="list-style-type: none"> • Approves the Computation of Claims in PenMIS • Signs/approves Computation of unpaid claims • Signs/approve Processing Form B 	30 Mins	
DV Generation Section	<ul style="list-style-type: none"> • Prepare and print DV • Check/sort supporting documents • Prepare, print and sign DV Transmittal 	1 Day	
Final Validation	<ul style="list-style-type: none"> • Signs DV 	30 Mins	

Approval of DV	<ul style="list-style-type: none"> • Approves DV list in PenMIS • Signs/approve DV • Signs DV transmittal 	30 Mins	
PBC, AFPFC	<ul style="list-style-type: none"> • Validate the correctness of DV • Encode DV in FMIS • Signs DV 	3 Days	
DV Section	<ul style="list-style-type: none"> • Prepare , Print and sign DV Listing • Forward the request/ all documents to PPBU, AFPPGMC for the request and approval of funds to DBM 	1 day	

PROCESSING OF REJECTED/INVALID ACCOUNTS AND RETURNED LDDAP/ADA

UNIT/OFFICE/ SECTION	ACTIVITIES	TIMELINE	REQUIREMENTS
Action Clerk	<ul style="list-style-type: none"> • Entertain/Interview the claimant and receive documents • Check if the monthly pension was indicated in the pension Detail. If yes • Advice pensioner to report at AFPFC to seek advice for the invalid account. If closed account, the pensioner will open new pension account. 	1 Day	<ul style="list-style-type: none"> • Bank snapshot of new pension account • Copy of LOI • Photocopy of pensioner's ID and new pension account • Pension Detail • Report of Invalid Account from AFPFC • Copy of JEV Nr from GHQ Accounting •
Pensioner	<ul style="list-style-type: none"> • Get LOI at AFPFC • Open new pension account from AGDBs • Request Bank snapshot of new account from bank 	1 Day	
Action Clerk	<ul style="list-style-type: none"> • Received request of change of account and supporting documents from pensioner • Sort requirements/supporting documents • Print Pension Details of pensioner as additional requirements • Submit to Admin Section, PAU 	1 Day	
Admin	<ul style="list-style-type: none"> • Check the completeness of supporting documents • Prepare an STL requesting for the change of pension account to AFPFC thru OPG3 	1 Day	
PBC, AFPFC/Accounting	<ul style="list-style-type: none"> • PBC, AFPFC will submit List/Report of Invalid Account • GHQ Accounting will submit JEV 	2 Months	
Action Clerk	<ul style="list-style-type: none"> • Monitor the change of account in the monthly payroll/Pension Detail. • Wait for the List of invalid account and JEV from AFPFC and GHQ Accounting respectively for the processing of unpaid pension. • Prepare the requirements for claims • Determine/Compute the total amount of claims/rejected amt • Prepare/print Cert and Computation of invalid account/amount • Forward the request to Encoder 	1 Day	
Encoding Section	<ul style="list-style-type: none"> • Encode amount of claims and other data in PenMIS 	30 mins	
Initial Validation	<ul style="list-style-type: none"> • Check the completeness of documents • Check the correctness of computation • Check computation and other data in PenMIS • Signs in Cert of Computation and in Processing Form B 	30 Mins	

Final Validation	<ul style="list-style-type: none"> • Check the completeness and correctness of documents • Signs in Processing Form B 	30 Mins
Ex-O, PAU	<ul style="list-style-type: none"> • Check the correctness of unpaid claims and signs the Certification and Computation of Claims Form. 	30 Mins
CO, PAU	<ul style="list-style-type: none"> • Approve the Computation of Claims in PenMIS • Signs/approve Computation of unpaid claims/invalid amt • Signs/approve the Cert and Computation of Claims 	30 Mins
DV Generation	<ul style="list-style-type: none"> • Prepare and print DV • Check/sort supporting documents • Prepare, print and sign DV Transmittal 	1 Day
Final Validation	<ul style="list-style-type: none"> • Signs DV 	30 Mins
Approval of DV	<ul style="list-style-type: none"> • Approved DV list in PenMIS • Signs/approved DV • Signs DV transmittal 	30 mins
PBC, AFPFC	<ul style="list-style-type: none"> • Encode DV in FMIS • Signs DV 	3 Days
DV Section Generation	<ul style="list-style-type: none"> • Prepare , Print and sign DV Listing 	30 Mins
PPBU	<ul style="list-style-type: none"> • Prepare Letter Request to be signed by Chief, AFPPGMC • Assign batch and List Number on DVs • Forward to OFM,AFP/OJ1 	2 Days

Note: The process will start once the pension account already changed and the report of all the invalid account/amount already received by AFPPGMC/PAU from AFPFC and GHQ Accounting.

PROCESSING OF RECOVERY OF OVERPAYMENT FOR TRANSFER OF PENSION

(The process of recovery will start once the monthly pension already transferred to Declared and Qualified Beneficiaries)

UNIT/OFFICE/ SECTION	ACTIVITIES	TIMELINE	REQUIREMENTS
Asst Clerk, Recovery of Overpayment (TOP)	<ul style="list-style-type: none"> • Receive and check the completeness of supporting documents • Verify and print the pension details indicating therein the last payment of the pensioner in the monthly payroll. • Determine/compute the overpayment (from the date of death to the last payment of deceased pensioner) • Determine the total loan deductions from Financial Institutions from the date of death to the last payment of deduction of pensioner for recovery • Prepare/draft request to recover all overpaid deductions to be signed by CO, PAU and Authority to Recover (from AGDBs/Fis) to AFPFC to be signed by Deputy Chief, AFPPGMC. • Prepare Transmittal/Request for Recovery of Overpayment to be signed by CO, PAU and submit to OPG3 	3 Days	<ul style="list-style-type: none"> • Declaration of Beneficiary • Copy of LOI • Photocopy of beneficiary ID and pension account • Retirement Order of the Ret personnel • Computation of Overpayment
CO, PAU	<ul style="list-style-type: none"> • Signs the Request for B4 deduction 	30 Mins	
Chief, AFPPGMC/PG3	<ul style="list-style-type: none"> • Furnish AFPFC an Authority to Deduct thru B4 deduction 	2 Days	
PBC, AFPFC	<ul style="list-style-type: none"> • Prepare Letter of Recovery to concerned AGDBs and Fis • Provide GHQ, Accounting copy/transmittal of recovery for reference • Monitor the process of recovery by AGDBs and FI • Submit report of recovery to PPBU, AFPPGMC. • In case the requested amount is not fully recovered, submit report/explanation to AFPPGMC for appropriate action/reference. 	3 days	
Asst Clerk, Recovery of Overpayment (TOP)	<ul style="list-style-type: none"> • Demand a copy of Monthly Recovery report from AFPFC/PPBU, AFPPGMC • Monitor the status of recovery based on the requested amount to be recovered. If there are still unpaid, make another request for the contineous recovery of overpayment to AFPFC. 		

- Note: 1. If the recovered amt from the AGDBs and Fis is not sufficient to cover the overpayment of the deceased pensioner, the balance will be offsetted to the unpaid claims of the qualified beneficiary.
2. If the unpaid claims of the beneficiary is still not sufficient to offset the overpayment of the deceased, the remaining balance will be deducted to the monthly pension of the beneficiary (B4) until the complete overpayment will be fully recovered.

**PROCESSING OF RECOVERY OF OVERPAYMENT
(NO QUALIFIED BENEFICIARY (NQB))**

UNIT/OFFICE/ SECTION	ACTIVITIES	TIMELINE	REQUIREMENTS
NQB Overpayment Recovery Clerk	<ul style="list-style-type: none"> • Received copy of Death Certificate of deceased pensioner. • Secure copy of request of deletion from Deletion/TOP NCO to determine the last monthly pension payment to pensioner • Print copy of Pension detail of deceased pensioner to determine the amount of overpayment and already deleted in the pension payroll. • Incode data in INCOS and print result of computation for recovery. • Prepare request for recovery of overpayment to the pension account of deceased pensioners and loan deductions from Financial Institutions addressed to PG3. • Prepare STL to be signed by CO, PAU for the request of recovery to AFPFC thru OPG3, AFPPGMC who will give authority to AFPFC to recover the required overpayment. 	2 Days	<ul style="list-style-type: none"> • Death Certificate of deceased pensioner • Snapshot of deceased pensioner's pension account if available
OPG3	<ul style="list-style-type: none"> • Prepare Authority of Recovery addressed to AFPFC to be signed by Chief, AFPPGMC. • Forward signed Authority to Recover and other supporting documents to Recovery Clerk, PAU for appropriate action. 	3 Days	
Recovery Clerk,	<ul style="list-style-type: none"> • Forward signed Authority to Recover and all supporting documents to PBC, AFPFC 	30 Mins	
PBC, AFPFC	<ul style="list-style-type: none"> • Prepare Letter of Recovery to concerned AGDBs and Fis • Provide GHQ, Accounting copy/transmittal of recovery for reference • Monitor the process of recovery by AGDBs and FI • Submit report of recovery to PPBU, AFPPGMC furnish copy PAU. • In case the requested amount is not fully recovered, submit report/explanation to AFPPGMC for appropriate action/reference. 	3 Days	
Recovery Clerk	<ul style="list-style-type: none"> • Demand a copy of Monthly Recovery report from AFPFC/PPBU, AFPPGMC • Monitor the status of recovery based on the requested amount to be recovered. If there are still unpaid, sent Demand Letter to the nearest kin of the dedeased for the possible settlement of overpayment. 		

	<ul style="list-style-type: none">• Sent Letter Request for proper disposition for the unrecovered overpayment from deceased and no qualified pensioners.		
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Note: The process of recovery will start once the deceased pensioner already deleted in the monthly pension payroll

PROCESSING OF B4 DEDUCTION DUE TO OVERPAYMENT OF MONTHLY PENSION

UNIT/OFFICE/ SECTION	ACTIVITIES	TIMELINE	REQUIREMENTS
Admin Section	<ul style="list-style-type: none"> • Received communications regarding report of overpayment from OPG3/other units/Offices/concerned person with complete supporting documents • Forward documents to Computation Section for the recomputation of monthly pension and validation/confirmation of report. 	30 Mins	<ul style="list-style-type: none"> • Retirement Orders • Computation of Overpayment • Schedule of B4 deduction
Computation Section	<ul style="list-style-type: none"> • Recompute the reported overpayment in the monthly pension of concerned pensioner using the authorized payscale and submitted Retirement Order. • Determine the extent of overpayment and the total amt • Prepare report of overpayment • Furnish the Admin Section and B4 NCO/B4 Clerk of the report of overpayment for the immediate implementation in the changes in the monthly payroll and inform concerned pensioner. 	2 Days	
B4 NCO/Clerk	<ul style="list-style-type: none"> • Determine the monthly B4/schedule of deductions of the concerned pensioners • Prepare a Letter of Monthly B4 deduction indicating therein the total amount of overpayment and the schedule of deductions based on the existing laws/regulations of deductions. 	1 Day	
CO, PAU	<ul style="list-style-type: none"> • Signs the Request for B4 deduction. 	30 mins	
Chief, AFPPGMC/PG3	<ul style="list-style-type: none"> • Furnish AFPPFC an Authority to Deduct thru B4 deduction 	3 Days	
PBC, AFPFC	<ul style="list-style-type: none"> • Effect the B4 deduction as indicated in the request/authority until the whole amt will be recovered from the concerned personnel. • Deposit the deducted/recovered amt to the Bureau of Treasury (BTr) • Submit Monthly Report of Deduction to AFPPGMC until the completion of deduction/full recovery. • In case the requested amount is not fully recovered, submit report/explanation to AFPPGMC for appropriate action/reference. 	3 Days	
Recovery Clerk	<ul style="list-style-type: none"> • Demand a copy of Monthly Recovery report from AFPFC/PPBU, AFPPGMC • Monitor the status of recovery based on the requested amount to be recovered. If there are still unpaid, send Demand Letter to the nearest kin of the deceased for the possible settlement of 		

	overpayment. • Sent Letter Request for proper disposition for the unrecovered overpayment from deceased and no qualified pensioners.		
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Note: 1. For Principal Pensioner - The process of B4 deduction/recovery of overpayment will start once the changes in the monthly pension already corrected in the AFP Pension Payroll.

2. For Beneficiary/ies Pensioner – The process will start once the derivative pension already Transferred to declared and qualified beneficiary/ies.

PROCESSING OF B4 DEDUCTION REQUESTED BY MAJOR SERVICES

(Arears of Pensioners from their former units during their active service years)

UNIT/OFFICE/ SECTION	ACTIVITIES	TIMELINE	REQUIREMENTS
Admin Section	<ul style="list-style-type: none"> • Received communications regarding report of overpayment from OPG3 with complete supporting documents • Forward documents to B4 Account Section 	30 Mins	<ul style="list-style-type: none"> • Request from Major Service Finance Center/Accounting. • Amount to be recovered indicating therein where to deposit the deduction.
B4 Account NCO	<ul style="list-style-type: none"> • Check the completeness of Documents • If incomplete documents, returned the documents to the originator thru OPG3 without action to complete the requirement/s • If complete documents, prepare B4 deduction scheme based on the requested amt and agreed scheme of payment between Maj Service and the concerned pensioner. • Prepare Letter of request for the implementation of B4 deduction to be signed by CO, PAU addressed to AFPFC thru OPG3. • 	1 Day	<ul style="list-style-type: none"> • Copy of Three Demand Letters sent by Major Service/Requesting Party to the concerend pensioner. • Agrrement of deduction of both party, if applicable.
Chief, AFPPGMC/PG3	<ul style="list-style-type: none"> • Furnish AFPFC an Authority to Deduct thru B4 deduction 	3 Days	
PBC, AFPFC	<ul style="list-style-type: none"> • Effect the B4 deduction untill the whole amt will be deducted/recovered from the concerned personnel. • Deposit the deducted/recovered amt to the account of Major Services • Submit Report to AFPPGMC for the completion of deduction/result of recovery • In case the requested amount is not fully recovered, submit report/explanation to AFPPGMC for appropriate action/reference. 	3 Days	
Recovery Clerk	<ul style="list-style-type: none"> • Demand a copy of Monthly Recovery report from AFPFC/PPBU, AFPPGMC • Monitor the status of recovery based on the requested amount to be recovered. If there are still unpaid, sent Demand Letter to the nearest kin of the dedeased for the possible settlement of overpayment. • Sent Letter to the requesting unit/party for the completion of recovery. 		