



## 2. PROCESSING OF DISCONTINUANCE OF SRRV APPLICATION

An act or an instance of discontinuing or cancelling the SRRV application.

|   |   |   |                        |   |
|---|---|---|------------------------|---|
| <b>Office/Division:</b>   | Processing Division (PD), Resident Retiree Servicing Department (RRSD)                            |   |                        |   |
| <b>Classification:</b>  | Highly Technical  |   |                        |   |
| <b>Type of Transaction:</b>   | G2C - Government to Citizen<br>G2G - Government to Government                                     |   |                        |   |
| <b>Who may avail:</b>   | SRRV Applicant  |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |   |
| <ol style="list-style-type: none"> <li>1. Original letter intent (1 original copy)</li> <li>2. Passport bio page (1 photocopy)</li> <li>3. SRRV Application form (1 photocopy)</li> <li>4. Bank remittance slip/<br/>bank confirmation (1 photocopy)</li> <li>5. Official Receipt from PRA cashier for refund of fees<br/>(1 original, 1 photocopy)</li> <li>6. Notarized/apostilled/authenticated Affidavit of Quitclaim<br/>(1 original, 1 photocopy)</li> <li>7. Notarized/apostilled/authenticated Special Power of Attorney in the absence of SRRV applicant.</li> </ol> |   | <p>SRRV Applicant</p> <p>SRRV Applicant</p> <p>SRRV Applicant</p> <p>SRRV Applicant</p> <p>SRRV Applicant</p> <p>SRRV Applicant</p> <p>SRRV Applicant</p> |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Submits documentary requirements   | 1.1. Receives and evaluates submitted documents   | None  | 1 Hour                 | Maria Cristina Ariate,<br>RAO I - PD                                |
| 2. Submits documentary requirements   | 2.1. Verification/Double checking with PRA Main Database whether the client is SRRV member or not | None  | 2 Hours                | Joel Salcedo or<br>John Kevin Dionisio,<br>Jr. Servicing Staff - SD |



| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                  |
|---|--|-----------------|-----------------|---|
| 3. Request for Order of Payment Slip (OPS)                          | 3.1. Bank Certificate pull-out from Front Desk Evaluator   | None            | 2 Days          | Maria Cristina Ariate, RAO I - PD                   |
| 4. SRRV applicant confirms the correctness of declared bank details | 4.1. Bank details confirmation thru emails, phone call, video call, etc. in case an applicant is not present during filing of discontinuance | None            | 2 Days          | Maria Cristina Ariate, RAO I - PD                   |
| None  | 4.2. Preparation of endorsement memo for the return of visa deposit  | None            | 2 Hours         | Maria Cristina Ariate, RAO I - PD                   |
| None  | 4.3. Preparation of endorsement memo and DV/BUS for the refund of fees   | None            | 3 Hours         | Maria Cristina Ariate, RAO I - PD                   |
| None  | 4.4. Routing of complete documents for initial/signature   | None            | 2 Hours         | Annalyn Eria, Division Chief III - PD               |
| None  | 4.5. Review and sign endorsement memo  | None            | 2 Hours         | Marilou Cantancio, Department Manager III - RRSD    |
| None  | 4.6. Forward Endorsement Memo to the Office of the General Manager   | None            | 2 Hours         | Fiemela Kaye Cagalanan, Jr. Processing Staff I - PD |



| <b>CLIENT STEPS</b>                               | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                       |
|---|--|------------------------|------------------------|---|
| None  | 4.7. Approve or Disapprove Endorsement                                     | None                   | 2 Days                 | Roberto Z. Zozobrado, CEO/General Manager - OGM |
| None  | 4.8. Forward signed Endorsement to the Financial Management Division (FMD) | None                   | 1 Hour                 | Lemuel Justin Duran, Jr. Admin. Clerk I, OGM    |
| 5. Receives email update from Processing Division | 5.1. Inform Client on the status of request                                | None                   | 1 Hour                 | Maria Cristina Ariate, RAO I - PD               |
| <b>TOTAL</b>                                      |  | <b>None</b>            | <b>8 Working Days</b>  |   |