



1. PROCESSING OF SRRV APPLICATIONS

Evaluation, Processing and Endorsement of Applications to the Bureau of Immigrant for the issuance of Special Resident Retiree's Visa (SRRV) and releasing of the approved SRRV by administering the Oath of Affirmation to new retiree-member.

Office/Division:	Processing Division (PD), Resident Retiree Servicing Department (RRSD)	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Foreign Nationals and Former Filipinos except those classified as restricted by the Department of Foreign Affairs (DFA).	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<i>SRRV Applicant - Principal and Dependent</i>	
	1. Passport with Tourist Visa valid for at least 30 days (1 original, 1 photocopy)	Retiree-applicant
	2. SRRV Application Form – typed or computerized. Duly accomplished and bearing original signature (1 original, 1 photocopy).	a. PRA Website at pra.gov.ph/downloads/ b. Email crpdd@pra.gov.ph or srrvapplication@pra.gov.ph
	3. PRA Medical Certificate using PRA Template – valid for 6 months (1 original, 1 photocopy)	a. Form - PRA Website at https://pra.gov.ph/downloads/ b. Any Philippine hospital or hospital abroad
	4. Police Clearance – for principal and dependent applicants 18 y/o and above, valid for 6 months (1 original, 1 photocopy)	Retiree-applicant's country of origin or last residence abroad



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Certificate of Visa deposit (1 original copy)</p> <ul style="list-style-type: none"> a. SRRV Classic without Pension – US\$20,000.00 b. SRRV Classic with Pension – US\$10,000.00 c. SRRV Courtesy and Expanded Courtesy – US\$1,500.00 <p><i>NOTE: Above visa deposit amounts already include the principal and two (2) dependents except for Human Touch wherein only one (1) dependent may be included.</i></p>	<ul style="list-style-type: none"> a. Processing Division Front Desk b. PRA Financial Management Division
<p>6. National Bureau of Investigation (NBI) Clearance - For applicants, 18 years old and above, who have stayed in the Philippines for 90 days or more prior to filing the application for SRRV (1 original, 1 photocopy)</p>	<p>National Bureau of Investigation</p>
<p>7. Applicants with previous visa (9G, TRV, SIRV, 47a2, etc.):</p> <ul style="list-style-type: none"> a. Order of Issuance (1 original, 1 photocopy) b. Order of Downgrading (1 original, 1 photocopy) c. Notarized Affidavit of Explanation re: shifting to SRRV (1 original, 1 photocopy) d. Notarized Waiver of Liability with PRA template (1 original, 1 photocopy) e. Other supporting documents as may be required by the Bureau of Immigration 	<p>Bureau of Immigration</p> <p>Bureau of Immigration</p> <p>Retiree Applicant</p> <p>Retiree Applicant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. For SRRV Spouse-Dependent Applicant <ul style="list-style-type: none"> a. Marriage Certificate or Household Register (1 original, 1 photocopy) 	Retiree Applicant
9. For SRRV Child-Dependent Applicant <ul style="list-style-type: none"> a. Birth Certificate or Household Register (1 original, 1 photocopy) b. Adoption document or proof of kinship (1 original, 1 photocopy) 	Retiree applicant Retiree applicant
10. Photos – 2x2 inches, white background, no eyeglasses (6 pcs. clear original copy)	Retiree applicant
11. Other documents as may be required by the Bureau of Immigration	
Additional Requirement/s according to Scheme: <ul style="list-style-type: none"> ● If SRRV Classic with Pension <ul style="list-style-type: none"> ○ Proof of Pension showing at least US\$800 monthly pension for single applicant OR ○ Proof of Pension showing at least US\$1,000 monthly pension – applicant with dependent ● If SRRV Courtesy <ul style="list-style-type: none"> ○ Former Filipino - Old Philippine passport or PSA birth certificate ○ Foreign Nationals who have rendered services in Foreign Embassies or DFA-recognized International Organizations in the Philippines - Certificate from the organization stating the position held and duration of employment. 	Retiree Applicant Retiree Applicant Department of Foreign Affairs (DFA), Philippine Statistics Authority (PSA) Previous Organizations



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● If SRRV Expanded Courtesy <ul style="list-style-type: none"> ○ Proof of Pension – must be currently receiving a lifetime pension of at least \$1,000 per month. ○ Proof of Qualification under PRA Circular No. 12 S. 2013 i.e.: Certificate of Employment; Military Service Record etc., – must specify the date of retirement from the service. 		<p>Retiree Applicant</p> <p>Retiree Applicant</p>		
<p>Additional Requirement for Marketer-Assisted SRRV Applicants</p> <ol style="list-style-type: none"> 1. Notice of Client Registration – duly accomplished and signed by both applicant and marketer (1 original). 2. Valid Accreditation Certificate (1 photocopy) <p><i>NOTE: Police Clearance, Proof of Pension, Proof of Military Service, Proof of Relationship and all other documents issued abroad must be translated to English if issued in another language and Apostilled by the Competent Authority of the issuing country (except for Austria, Finland, Germany and Greece) or Authenticated by the nearest Philippine Embassy/Consular Office as applicable.</i></p>		<p>Accredited Marketer</p> <p>Accredited Marketer</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queuing number	1.1. Provide Visitor's Request Form and Queuing Number	None	30 Minutes	Agnes Dapapac, Jr. Admin. Staff I, RRSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit documentary requirements	2.1. Evaluate documents submitted. Brief/ orient client, if needed. Verify and retrieve bank certificate for required visa deposit.	None	2 Hours	Rosemarie Nepomuceno, RAO III - PD Martin Buenconsejo II, RAO I - PD Alexandria Sambitory RAO I - PD
3. Request for Order of Payment Slip (OPS)	3.1. Issue Order of Payment Slip	None	20 Minutes	Rosemarie Nepomuceno, RAO III - PD Martin Buenconsejo II, RAO I - PD Alexandria Sambitory, RAO I - PD
4. Pay necessary fees at the Cashier	4.1. This portion to be supplied by the Cashier (<i>Issuance of Official Receipt by the Cashier</i>)	*Please see Schedule of Fees below	30 Minutes from the Receipt of Payment	Myra Olivar, Cashier III - FMD Jeanne Ruffa Ceblano, Financial Analyst I - FMD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Present Official Receipt to Retiree Assistance Officer / Evaluator	5.1. Verify original Official Receipt with the duplicate on the scanned OR database	None	15 Minutes	<p>Rosemarie Nepomuceno, RAO III - PD</p> <p>Martin Buenconsejo II, RAO I - PD</p> <p>Alexandria Sambitory, RAO I - PD</p>
6. Sign and Acknowledge CRSA Evaluation Sheet	6.1. Print CRSA Evaluation Sheet	None	15 Minutes	<p>Rosemarie Nepomuceno, RAO III - PD</p> <p>Martin Buenconsejo II, RAO I - PD</p> <p>Alexandria Sambitory, RAO I - PD</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<p>6.2. Forward SRRV Application to Validator for validation of Marketer-accreditation and Notice of Client Registration Encoding to SRRV Application internal database</p> <p>Notation/Signature of the authorized officer at the NCR</p> <p>Endorsement of SRRV Application with complete documentary requirements to Processing Division UDRCon</p>	None	3 Hours, 10 Minutes	<p>Rosemarie Nepomuceno, RAO III - PD</p> <p>Francis Jeffrey Marasigan, RAO IV - PD</p>
None	6.3. Receive SRRV Application with complete documentary requirements from Evaluator, encodes in the Processing Information Management System and assign to Processor	None	30 Minutes	Fiemela Kaye Cagalanan, Jr. Processing Staff I - PD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.4. Re-check all documents and prepare Endorsement Letter to the Bureau of Immigration and prepare Budget Utilization Slip (BUS)	None	3 Hours	Joelson Abella, RAO II - PD Maria Cristina Ariate, RAO I - PD Alexandria Sambitory, RAO I - PD Sheila Mae Quisto, Sr. Processing Staff I - PD Jessica Francess Miranda Jr. Processing Staff I - PD Justine Macasa, Jr. Processing Staff I - PD Reinalyn Mae Oreta, Jr. Processing Staff I - PD
None	6.5. Review all documents, affix initial to the Endorsement Letter and sign the BUS	None	1 Hour	Annalyn Eria, Division Chief III - PD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.6. Review all documents and affix initial to Endorsement Letter	None	1 Hour	Marilou Cantancio, Department Manager III - RRSD
None	6.7. Prepare Disbursement Voucher (DV) of SRRV application in batch and forward to the Division Chief for signature	None	1 Hour	Fiemela Kaye Cagalanan, Jr. Processing Staff I - PD
None	6.8. Review and sign DV/BUS	None	1 Hour	Annalyn Eria, Division Chief III - PD
None	6.9. Review and sign Disbursement Voucher	None	2 Hours	Atty. Maria Milagros Lisaca, Deputy General Manager - ODGM
None	6.10. Sign/Approve Letter Endorsement and DV/BUS	None	3 Hours	Roberto Zozobrado, CEO/General Manager - OGM
None	6.11. Forward signed SRRV applications to Financial Management Division (FMD) for check preparation	None	30 Minutes	Lemuel Justin Duran, Jr. Admin. Clerk I - OGM



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.12. Assign DV Number, encode & posting in the system	None	4 Hours	Gerlie Butac, Jr. Acctg. Staff I - FMD
None	6.13. Checking of attached documents, Visa deposit, Official Receipt, Scheme and budget availability.	None	6 Hours	Angela Mer Generoso, Financial Analyst II - FMD Mari Thea Vasquez, Budget Officer III - FMD
None	6.14. Review and sign Disbursement Voucher	None	6 Hours	Remegio Abaigar, Division Chief III - FMD
None	6.15. Preparation & printing of check, recording in the warrant registry & updating the check booklet	None	4 Hours	Jamilah Amer, FA II - FMD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.16. Signing of Check	None	1 Day	Roberto Z. Zozobrado, CEO/General Manager - OGM Atty. Maria Milagros Lisaca, Deputy General Manager - ODGM Atty. Antonio Rivera, Department Manager III - MSD Philip John Moreno, Department Manager III - AFSD
None	6.17. Record/Forward batch of SRRV Applications with signed check to Processing Division	None	2 Hours	Amer Mama-o Jr. Finance Staff - FMD
None	6.18. Receive/Record batch of SRRV Applications with signed check and collate it for Endorsement to BI	None	1 Hour	Fiemela Kaye Cagalanan, Jr. Processing Staff I - PD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.19. Endorse complete documents to BI (including payment)	None	6 Hours	Ryan Falcatan, RAO I - PD
None	6.20. **Processing of application by the Bureau of Immigration			Bureau of Immigration
None	6.21. Pick-up the approved Order from BI and transmit the same to the PRA office, Processing Division	None	4 Hours	Ryan Falcatan, RAO I - PD
None	6.22. Assign SRRV Number & encode/update the SRRV Enrollee database	None	1 Hour	Kristian Ann Camacho, RAO II - PD
None	6.23. Prepare/Print SRRV Sticker Label, proofread, & affix it to the applicants' passport	None	30 Minutes	Glenez Buna, RAO III - PD
None	6.24. Transmit passport with SRRV visa sticker to the Bureau of Immigration (BI) for implementation.	None	4 Hours	Ryan Falcatan, RAO I - PD
None	6.25. Implementation process in BI**			Bureau of Immigration



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.26. Pick-up passport with implemented SRRV from BI and transmit the same to the PRA office, Processing Division	None	4 Hours	Ryan Falcatan, RAO I - PD
None	6.27. Encode implemented SRRVs and distribute to respective processors/ Retiree Assistance Officer	None	1 Hour, 30 Minutes	Kristian Ann Camacho, RAO II - PD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Confirm date of visit	7.1. Prepare Oath-Taking materials, Request ID Card & notify retiree as to the schedule of Oath Taking & release of approved SRRV	None	1 Day	Joelson Abella, RAO II - PD, Maria Cristina Ariate, RAO I - PD Alexandria Sambitory, RAO I - PD Sheila Mae Quisto, Sr. Processing Staff I - PD Jessica Francess Miranda Jr. Processing Staff I - PD Justine Macasa, Jr. Processing Staff I - PD Reinalyn Mae Oreta, Jr. Processing Staff I - PD
TOTAL		Please see Schedule of Fees below	**10 Working Days	



Schedule of Fees	
Application Fee-Principal	\$1,400
Spouse/Dependent (per applicant)	\$300
Initial Annual PRA Fee (Inclusive of Principal and two (2) dependents)	\$360
In Excess of Three (3) Applicants	\$100

*****Processing time at the Bureau of Immigration not included***