



7. TERMINATION OF PARTICIPATION FROM THE RETIREMENT PROGRAM

The indefinite stay privilege of being an SRRV holder will cease upon the voluntary or involuntary cancellation of the visa. As provided in the Rules and Regulations implementing E.O. No. 1037 Rule IX. Termination of Participation, the termination of membership from the program may be done as requested by the retiree-member (Section 1), or may be revoked upon the recommendation of the Philippine Retirement Authority (Section 2).

In case of the death of the Principal retiree-member, the spouse shall have the option to assume the status of resident retiree together with the attendant rights and obligations under Section 4, Rule IV of the Rules and Regulations implementing E.O. No. 1037 (Policy on Subrogation).

Office/Division:	Servicing Division (SD), Resident Retiree Servicing Department (RRSD)	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may avail:	<ol style="list-style-type: none"> 1. Retiree-members 2. Authorized representatives of retiree-members 3. Other Government Agencies pursuant to a lawful order 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Termination of Membership of Retiree-member <ol style="list-style-type: none"> 1. SRRV Cancellation Service Request Form signed by or on behalf of the Principal (1 original) 2. Official Receipt (2 photocopies) 		<ol style="list-style-type: none"> a. PRA Website b. Servicing Division Front Desk c. Satellite Offices c. cancellation@pra.gov.ph PRA - Cashier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Passport with SRRV (1 original per retiree-member, and photocopy of the passport biopage and the SRRV)</p> <ul style="list-style-type: none"> a. If unable to submit original passport with SRRV, submit Notarized Affidavit of Explanation/Loss of Passport with SRRV (1 original) b. If executed or obtained abroad, must be Apostilled or duly authenticated. 	<p>Retiree-member(s)</p> <p>Retiree-member(s) or custodian of the passport</p> <p>Competent Authority where the document was executed/issued (ex. Foreign Affairs/Foreign Ministry)</p>
<p>Termination of Membership of Retiree-member with Downgrading of Visa</p> <ul style="list-style-type: none"> 1. SRRV Cancellation Service Request Form signed by or on behalf of the Principal (1 original) 2. Official Receipt (2 photocopies) 3. Passport with SRRV (1 original per retiree-member, and 1 photocopy of the passport biopage and the SRRV) <ul style="list-style-type: none"> a. Notarized Affidavit of Explanation/Loss of Passport with SRRV (1 original) <ul style="list-style-type: none"> - Applicable if unable to submit original Passport with SRRV. If executed or obtained abroad, must be Apostilled or duly authenticated. 4. Active Passport (1 original per retiree-member and 1 photocopy of passport biopage) <ul style="list-style-type: none"> - Applicable only if active passport is different from the passport with SRRV 	<ul style="list-style-type: none"> a. PRA Website b. Servicing Division Front Desk c. Satellite Offices d. Email at cancellation@pra.gov.ph <p>PRA - Cashier</p> <p>Retiree-member(s)</p> <p>Retiree-member(s) or custodian of the passport</p> <p>Retiree-member(s)</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Termination of Membership of a Deceased Retiree-member</p> <ol style="list-style-type: none"> 1. SRRV Cancellation Service Request Form (1 original) 2. Death Certificate (1 certified true copy) <ol style="list-style-type: none"> a. If obtained abroad, must be Apostilled or duly authenticated. 3. Official Receipt (2 photocopies) 4. Passport with SRRV (1 original per retiree-member, and 1 photocopy of the passport biopage and the SRRV) <ol style="list-style-type: none"> a. Notarized Affidavit of Explanation/Loss of Passport with SRRV (1 original) <ul style="list-style-type: none"> - Applicable if unable to submit original Passport with SRRV. <p><i>* If executed or obtained abroad, must be Apostilled or duly authenticated.</i></p>	<ol style="list-style-type: none"> a. PRA Website b. Servicing Division Front Desk c. Satellite Offices d. Email at cancellation@pra.gov.ph <p>Civil Registry Competent Authority where the document was executed/issued (ex: Foreign Affairs/Foreign Ministry)</p> <p>PRA - Cashier</p> <p>Retiree-member(s)</p> <p>Retiree-member(s) or custodian of the passport</p> <p>Competent Authority where the document was executed/issued (ex: Foreign Affairs/Foreign Ministry)</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Termination of Membership with Request for Subrogation / Principal / Deceased</p> <ol style="list-style-type: none"> 1. SRRV Cancellation Service Request Form (1 copy) – Dependent-Spouse must indicate clear intent to subrogate 2. Death Certificate (1 certified true copy) <ol style="list-style-type: none"> a. If obtained abroad, must be Apostilled or duly authenticated. 3. Official Receipt (2 photocopies) 4. Passport with SRRV (1 original per retiree-member, and 1 photocopy of the passport biopage and the SRRV) <ol style="list-style-type: none"> a. Notarized Affidavit of Explanation/Loss of Passport with SRRV (1 original) <ol style="list-style-type: none"> i. Applicable if unable to submit original Passport with SRRV. If executed or obtained abroad, must be Apostilled or duly authenticated. 	<ol style="list-style-type: none"> a. PRA Website b. Servicing Division Front Desk c. Satellite Offices d. Email at cancellation@pra.gov.ph <p>Civil Registry</p> <ol style="list-style-type: none"> a. Competent Authority where the document was executed/issued (ex. Foreign Affairs/Foreign Ministry) <p>PRA - Cashier</p> <p>Retiree-member(s)</p> <p>Retiree-member(s) or custodian of the passport</p>
<p>Representative</p> <ol style="list-style-type: none"> 1. Notarized Special Power of Attorney (1 original) - If executed or obtained abroad, must be Apostilled or duly authenticated 2. Valid government-issued Identification Card(1 photocopy) 	<p>Principal</p> <p>Competent Authority where the document was executed/issued (ex: Foreign Affairs/Foreign Ministry)</p> <p>2. DFA, SSS, GSIS, LTO, PRC, BIR, PSA, Pag-IBIG, Philhealth, Post Office</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>If filing at PRA Head Office:</p> <p>1. Obtain queuing number from Window 2 of the RRSB Lounge.</p> <p>2. Fill-out Service Request Form. Wait for the number to be called at Counters 2 to 4.</p> <p>If filing at a Satellite Office:</p> <p>1. Obtain queuing number from Satellite Office personnel</p> <p>2. Fill-out Service Request Form. Wait for number to be called by Satellite Office personnel</p>	<p>1.1 Provide queue number to client</p> <p>2.1 Provide Service Request Form</p> <p>2.2 If filed at PRA Head Office: Direct client to Counters 2 to 4.</p>	<p>None</p>	<p>20 Minutes</p>	<p>If filed at PRA Head Office:</p> <p>Maria Belen Trajano or Joven Robellon, Jr. Servicing Staff - SD</p> <p>Agnes Dapapac or Perla Yason, Jr. Servicing Staff - SD</p> <p>Frederick Pati, OIC/RAO III - BSO</p> <p>Scarlet Lachica, OIC/RAO III - CSSO</p> <p>Elma Corbeta, OIC/RAO III - CSO</p> <p>Jaime Llames, OIC/RAO III - DSO</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>If filing at PRA Head Office:</p> <p>3. Submit the required documents to Counters 2 to 4 of the Servicing Division Front Desk for initial assessment and verification.</p> <p>3.1 Surrender Unexpired PRA IDs</p> <p>If filing at a Satellite Office:</p> <p>3. Present the required documents to Satellite Office personnel for initial assessment and verification.</p> <p>3.1 Surrender Unexpired PRA IDs</p>	<p>3.1 Assess the presented documents and check for completeness</p> <p>3.2 Collect unexpired PRA IDs</p>	<p>None</p>	<p>1 Hour</p>	<p>If filed at PRA Head Office:</p> <p>Agnes Dapapac or Perla Yason, Jr. Servicing Staff - SD</p> <p>If filed at a Satellite Office:</p> <p>Frederick Pati, OIC/RAO III - BSO</p> <p>Scarlet Lachica, OIC/RAO III - CSSO</p> <p>Elma Corbeta, OIC/RAO III - CSO</p> <p>Jaime Llames, OIC/RAO III - DSO</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Obtain the Order of Payment that will be issued	<p>4.1. Verify status of Requisite deposit and check for deficiencies.</p> <p>4.2 Issue Order of Payment if all required documents were given</p>	None	10 Minutes	<p>If filed at PRA Head Office:</p> <p>Jamby Manolid, Jr. Accounting Staff / - FMD</p> <p>If filed at a Satellite Office:</p> <p>Frederick Pati, OIC/RAO III - BSO</p> <p>Scarlet Lachica, OIC/RAO III - CSSO</p> <p>Elma Corbeta, OIC/RAO III - CSO</p> <p>Jaime Llames, OIC/RAO III - DSO</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>5. Pay required fees</p> <p>If filing at PRA Head Office: Pay the required fees at the Cashier Window.</p> <p>If filing at a Satellite Office: Pay the required fees thru Landbank. Make sure to secure the deposit slip.</p>	<p>5.1 If filed at PRA Head Office: Collect payment and issue the Official Receipt</p> <p>If filed at a Satellite Office: Collect proof of payment</p>	<p>Cancellation only: PRA Service Fee of USD10.00 + BI Service Fee of Php500.00 / retiree-member</p> <p>Cancellation & Downgrading: PRA Service Fee of USD20.00 + BI Service Fee of Php4,020.00</p>	<p>10 Minutes</p>	<p>If filed at PRA Head Office:</p> <p>Myra Olivar, Cashier III - FMD</p> <p>If filed at a Satellite Office:</p> <p>Frederick Pati, OIC/RAO III - BSO</p> <p>Scarlet Lachica, OIC/RAO III - CSSO</p> <p>Elma Corbeta, OIC/RAO III - CSO</p> <p>Jaime Llamas, OIC/RAO III - DSO</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>6. Submit complete documentary requirements.</p> <p>Wait for the request to be processed.</p>	<p>6.1 Acknowledge receipt of documents. Record transaction.</p> <p>If filed at PRA Head Office:</p> <p>6.2 Forward the documents to the UDRCon of Servicing Division</p> <p>If filed at a Satellite Office:</p> <p>6.3 Prepare documents for transmittal to the PRA Head Office.</p>	<p>None</p>	<p>If filed at PRA Head Office:</p> <p>20 Minutes</p> <p>If filed at a Satellite Office:</p> <p>3 Days</p>	<p>If filed at PRA Head Office:</p> <p>Agnes Dapapac or Perla Yason, Jr. Servicing Staff - SD</p> <p>If filed at a Satellite Office:</p> <p>Frederick Pati, OIC/RAO III - BSO</p> <p>Scarlet Lachica, OIC/RAO III - CSSO</p> <p>Elma Corbeta, OIC/RAO III - CSO</p> <p>Jaime Llames, OIC/RAO III - DSO</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.4 Record received documents Forward the documents to the SRRV Cancellation Processors	None	1 Hour	Jonalyn Saguros, UDRCon - SD
None	6.5 Receive request/acknowledge receipt of documents from the UDRCon; 6.6 Assess the presented documents and check for completeness; Verify correctness of information from the Records Section. 6.7 If payment is made via bank transfer (filed thru Satellite Office), forward OPS and proof of payment to the Cashier for the issuance of Official Receipt) 6.8 If all documents are complete, prepare an Endorsement Memo to the Bureau of Immigration. If there are concerns with the documents submitted, inform the client.	None	If paid directly at the Cashier: 3 Days If paid via bank transfer: 6 days (starting a day after payment at the bank)	Marvelous AW Gismundo, RAO II - SD or Mark Joshua Mendoza, RAO I - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.9. Review and sign Endorsement Memo	None	1 Day	Atty. Jerome Carlo Castro, Division Chief III - SD Marilou Cantancio, Department Manager III - RRSD
None	6.10. Approval of Endorsement Memo by the General Manager	None	2 Days	Roberto Z, Zozobrado, CEO/General Manager/ - OGM
None	6.11. Deliver Approved Endorsement for SRRV Cancellation to the Bureau of Immigration	None	1 Day	Girard Glen Subong, Liaison Officer - SD
	6.12 Derogatory Check	None	% B.I.	Bureau of Immigration



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None if cleared on the Bureau of Immigration's Derogatory Check	<p>6.13 Receive requests cleared by derogatory review. If name on endorsement has no derogatory records, endorse to the Bureau of Immigration for the issuance of Order of Payment</p> <p>6.14 If the name on the endorsement is not cleared by the Bureau of Immigration, return the document to the PRA Processor. Retiree Assistance Officer is to inform the client to clear their name with the Bureau of Immigration before the transaction can proceed.</p>	None	1 Day	<p>Girard Glen Subong, Liaison Officer - SD</p> <p>Marvelous AW Gismundo, RAO II - SD or Mark Joshua Mendoza, RAO I - SD or Joan Ponce, RAO I - SD</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>If the name of the retiree-member is not cleared by the Bureau of Immigration's Dero Section, settle the issue first with the Bureau of Immigration.</p> <p>Once settled, submit proof to the Servicing Division of PRA.</p>	<p>6.15 Receive submitted documents. Re-endorse the request together with the submitted proof.</p>	None	1 Day	<p>Girard Glen Subong, Liaison Officer - SD</p> <p>Marvelous AW Gismundo, RAO II - SD or Mark Joshua Mendoza, RAO I - SD or Joan Ponce, RAO I - SD</p>
None	<p>6.16 Batching of Requests. Preparation of Disbursement Voucher. Forwarding of Request to FMD to issue payment</p>	None	2 Days	<p>Marvelous AW Gismundo, RAO II - SD or Paul Manfred Amparo, RAO III - SD</p>
None	6.17 Issuance of Check	None	3 Days	Jamilah Amer, FA II - FMD
None	6.18 Issue Order of Payment Slip (OPS) to PRA	None	% B.I.	Bureau of Immigration



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.19 Pay Bureau of Immigration Fees 6.20 Collect Official Receipt from the Bureau of Immigration. 6.21 Endorse document to the Bureau of Immigration's DRTS	None	1 Day	Girard Glen Subong, Liaison Officer - SD
None	6.22 Issuance of Cancellation Order	None	% B.I.	Legal & Office of the Commissioner Bureau of Immigration
None	6.23 Submit Passport to the Bureau of Immigration for the Implementation of the Cancellation Order	None	1 Day	Girard Glen Subong, Liaison Officer - SD
None	6.24 Implement Cancellation Order (stamping of "CANCELLED" on the visa sticker).	None	% B.I.	Legal Division, Bureau of Immigration
None	6.25 Claim the following from the Bureau of Immigration: - Passport with Cancelled SRRV - Implemented Order of Cancellation	None	1 Day	Girard Glen Subong, Liaison Officer - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>6.26 Receive Passport with cancelled SRRV and the Implemented Order of Cancellation.</p> <p>6.27 Prepare receiving copy of approved documents;</p> <p>6.28 Inform Client (Email, call, or DM/PM) regarding the approval of Cancellation Request and the release of said documents;</p>	None	2 Days	<p>Marvelous AW Gismundo, RAO II - SD or Mark Joshua Mendoza, RAO I - SD or Joan Ponce, RAO I - SD</p>
	<p>If filed at a Satellite Office:</p> <p>6.29 Forward to the respective Satellite Office through the Satellite Office Unit at the PRA Head Office</p>	None	3 Days	<p>Jherico Dominguez, Jr. Servicing Staff - SOU</p> <p>Claudia Cantanilla, Jr. Servicing Staff - SOU</p>
<p>7. Claim Passport and Copy of the implemented Order of Cancellation</p> <p>Sign Receiving Copy</p>	<p>7.1 Release Passport and Cancellation Order. Ensure receiving copies are signed.</p> <p>7.2 Provide reminders</p>	None	1 Hour	<p>Marvelous AW Gismundo, RAO II - SD or Mark Joshua Mendoza, RAO I - SD or Joan Ponce, RAO I - SD</p>



TOTAL For cancellation of SRRV only:	US\$10.00 + ₱500.00 (Per retiree- member)		
TOTAL For cancellation of SRRV with Downgrading of Visa:	US\$20.00 + ₱4,020.00 (Per retiree- member)		
TOTAL If filed at the PRA Head Office		18 Working Days, 4 Hours	
TOTAL If filed at the PRA Head Office (with Derogatory Record)		20 Working Days, 4 Hours	
TOTAL If filed via Satellite Office:		27 Working Days, 3 Hours, 40 Minutes	
TOTAL If filed via Satellite Office (with Derogatory Record):		29 Working Days, 3 Hours, 40 Minutes	