

1. SRRV APPLICATION

This process provides the procedure for SRRV applications filed through the PRA Satellite Office, from submission of complete requirements until release of the approved SRRV documents.

Office/Division:	PRA Satellite Offices
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	PRA retirees and their authorized representatives/marketers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. CRSA 2. Application Form 3. Medical Certificate 4. Police Clearance 5. NBI 6. Photos 7. Passport 8. Proof of Remittance / Bank Certificate 9. Proof of Payment 10. Proof of Relationship for Dependents 11. Other additional requirements depending on SRRV scheme 	<p>PRA retirees and/or their authorized representatives</p> <p>Note: 1. CRSA, Application Form, and Medical Certificate Form may be downloaded from the PRA Website or requested from the PRA Office</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1.1 Pre-evaluate documentary requirements	NONE	40 mins	PRA Satellite Officer/Staff
	1.2 Prepare Land Bank deposit slip	NONE	5 mins	PRA Satellite Officer/Staff
2. Deposit payment at Land Bank		<p>Processing Fees:</p> <p>a. \$1,400.00 (Principal)</p> <p>b. \$300.00 (Per Dependent)</p> <p>Annual PRA Fee: \$360.00 (covers 3 applicants, additional \$100.00 per excess applicant)</p>		

		<i>Note: May be paid in USD or PHP</i>		
3. Submit complete requirements and proof of payment	3.1 Receipt of complete requirements and proof of payment	NONE	5 mins	PRA Satellite Officer/Staff
	3.2 Record request and submitted documents on Transaction Tracker/Database	NONE	5 mins	PRA Satellite Officer/Staff
	3.3 Scan submitted requirements	NONE	5 mins	PRA Satellite Officer/Staff
	3.4 Transmit to Head Office via courier	NONE	2-3 business days	PRA Satellite Officer/Staff
	3.5 Processing of request at Head Office	NONE	Refer to the Head Office Process Flow	HO Personnel
	3.6 Receipt of approved SRRV documents from Head Office	NONE	5 mins	PRA Satellite Officer/Staff
	3.7 Photocopy of documents for receiving copy and preparation of SRRV documents for release	NONE	15 mins	PRA Satellite Officer/Staff
	3.8 Send notification to client / schedule of oath taking and release of approved SRRV	NONE	1 day	PRA Satellite Officer/Staff
4. Oath of Affirmation	4.1 Conduct Oath of Affirmation and discuss obligations of a retiree	NONE	45 mins	PRA Satellite Officer/Staff
5. Claim documents	5.1 Release of documents	NONE	10 mins	PRA Satellite Officer/Staff