

PHILIPPINE RETIREMENT AUTHORITY

MEMORANDUM

FOR : **ATTY. BIENVENIDO K. CHY**
General Manager / Chief Executive Officer (CEO)

ATTY. MILAGROS R. LISACA
Deputy General Manager

ATTY. ANTONIO V. RIVERA
Head, Interim Legal Services Unit
Chairperson, Policy Review and Formulation Committee
Department Manager III, Management Services Department

THRU : **MR. ORLANDO H. HABITAN**
Department Manager III, Resident Retiree Servicing Department

MS. NOEHL D. BAUTISTA
Department Manager III, Marketing Department

FROM : **MR. MERVIN A. MAGBUHAT**
Division Chief III, Client Relations and Program Development Division (CRPDD)

MS. ANNALYN A. ERIA
Division Chief III, Processing Division (PD)

DATE : **23 June 2021**

SUBJECT : **Addendum on the Policy of NBI Clearance Submitted for SRRV Application During the COVID-19 State of Calamity**

This has reference to the Guidelines on the Acceptance and Processing of Valid SRRV Documentary Requirements as of 17 May 2021 and consistent with the efficient and timely delivery of service in this time of emergency, the Client Relations and Program Development Division (CRPPD) and Processing Division (PD) propose addendum to the policy on the NBI Clearance requirement for applicants who are over 65 years old including applicants with comorbidities as defined by IATF and coming from provinces or distant cities who are affected by varying LGU restrictions on travel and mobility.

Required Document	Proposed Action / Valid Alternative Document
SRRV Applicants aged 66 – 69 years old	
1. Valid NBI Clearance	Valid for SRRV Application
2. Expired NBI Clearance	1. Affidavit of Undertaking (to submit valid NBI Clearance within 90 days from issuance of SRRV); <u>and</u> 2. Submit any of the following: — Valid and authenticated/apostilled PC — Expired authenticated/apostilled PC (issued from September 2019 onwards) — PRA-certified INTERPOL Clearance (<i>If an applicant comes from an INTERPOL member country</i>) — Local Police Clearance (<i>If an applicant comes from a non - INTERPOL member country</i>)
3. No NBI Clearance	


Required Document	Proposed Action / Valid Alternative Document
SRRV Applicants aged 70 years old and above	
1. Valid NBI Clearance	Valid for SRRV Application
2. Expired NBI Clearance 3. No NBI Clearance	<ol style="list-style-type: none"> Affidavit of Undertaking (to submit valid NBI Clearance within 90 days from issuance of SRRV); <u>and</u> Submit any of the following: <ul style="list-style-type: none"> — PRA-certified INTERPOL Clearance (If an applicant comes from an INTERPOL member country) — Local Police Clearance (If an applicant comes from a non - INTERPOL member country)


Required Document	Proposed Action / Valid Alternative Document
SRRV Applicants aged 18 to 65 years	
<ul style="list-style-type: none"> • Applicants with comorbidities as defined by IATF • Applicants coming from provinces or distant cities who are affected by varying LGU restrictions on travel and mobility 	
1. Valid NBI Clearance	Valid for SRRV Application
2. Expired NBI Clearance 3. No NBI Clearance	<ol style="list-style-type: none"> Affidavit of Undertaking (to submit valid NBI Clearance within 90 days from issuance of SRRV); <u>and</u> Submit any of the following: <ul style="list-style-type: none"> — Valid and authenticated/apostilled PC — Expired authenticated/apostilled PC (issued from September 2019 onwards) — PRA-certified INTERPOL Clearance (If an applicant comes from an INTERPOL member country) — Local Police Clearance (If an applicant comes from a non - INTERPOL member country)

To facilitate an efficient and systematic evaluation and processing of SRRV Applications, the CRPDD and PD requests the approval of the aforementioned policy on NBI Clearance for SRRV Applications, DFA Endorsements and Certificates of Pending Application until 31 December 2021.

For your consideration, Sir.

Thank you.


MERVIN A. MAGBUHAY
 Division Chief III
 CRPDD


ANNALYN A. ERIA
 Division Chief II
 Processing Division

Recommending Approval:


NOEHL D. BAUTISTA
 Department Manager III
 Marketing Department


ORLANDO H. HABITAN
 Department Manager III
 RRSD

Approved Disapproved


ATTY. BIENVENIDO K. CHY
 General Manager / CEO