



11. WITHDRAWAL OF VISA DEPOSIT

The visa deposit can be withdrawn by the retiree, his authorized representative or heirs (in case of death) due to the following: termination of membership, discontinuance of application, subrogation, transfer to other accredited banks, excess visa deposit and change of account name.

Office/Division:	Financial Management Division (FMD), Administrative and Finance Services Department (AFSD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	1. Retirees 2. Authorized Representatives (SPA) or heirs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Basic Requirement/s</i> 1. Approved Endorsement Letter		Resident Retiree's Services Department - Servicing Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1. Receipt of RRSD endorsement 1.2. Recording in the Monitoring Registry (Retiree's name, SRRV, date and time of receipt)	None	30 Minutes	Amer G. Mama-O, UDRCon - FMD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3. Preparation of Withdrawal Clearance for Private Banks or DBP withdrawal forms	None	1 Day	Banking Unit Staff: <i>Private Banks:</i> Cynthia R. Gepte, Jr. Accounting Staff - FMD Lyka Korina Cillo, Jr. Accounting Staff - FMD Andrew Lisaca, Jr. Accounting Staff - FMD <i>DBP:</i> Janice Conde, Jr. Accounting Staff - FMD Fernando Anerson Hilvano, Jr. Accounting Staff - FMD Resurrecion Jedidiah Gumban, FA I - FMD
None	1.4. Review	None	1 Day	Remegio Abaigar, Division Chief III - FMD Philip John Moreno, Department Manager III - AFSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5. Submission to the Office of the General Manager for approval	None	30 Minutes	Amer G. Mama-O, UDRCon - FMD
None	1.6. Approval	None	2 Days	Roberto Zozobrado, CEO/General Manager - OGM Or Atty. Maria Milgros Lisaca, Deputy General Manager - ODGM
None	1.7. Receipt from the Office of the General Manager	None	30 Minutes	Amer G. Mama-O, UDRCon - FMD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Claim the withdrawal clearance at the FMD Front Desk for those visa deposits with private banks</p> <p>Receives a copy of the DBP acknowledged withdrawal forms</p>	<p>2.1. Release of the withdrawal clearance/withdrawal forms to the client</p>	<p>None</p>	<p>1 Day</p>	<p>Banking Unit Staff:</p> <p><i>Private Banks:</i> Cynthia R. Gepte, Jr. Accounting Staff - FMD</p> <p>Lyka Korina Cillo, Jr. Accounting Staff - FMD</p> <p>Andrew Lisaca, Jr. Accounting Staff - FMD</p> <p><i>DBP:</i> Janice Conde, Jr. Accounting Staff - FMD</p> <p>Fernando Anerson Hilvano, Jr. Accounting Staff - FMD</p> <p>Resurrecion Jedidiah Gumban, FA I - FMD</p>
<p>TOTAL</p>		<p>None</p>	<p>5 Working Days, 1 hour, 30 Minutes</p>	