

**[OMBUDSMAN MEMORANDUM CIRCULAR NO. 02,
S. 2006, August 15, 2006]**

**SUBMISSION OF MONTHLY SCHEDULE OF RETIRING
OFFICIALS/EMPLOYEES**

In view of the common concern among retiring government officials/employees who have pending cases before the Office of the Ombudsman that may cause delay in the issuance of an Ombudsman clearance, which is a requisite for their retirement benefits claim, all heads of departments, bureaus and agencies of the national and local governments, including government-owned and/or controlled corporations and state universities and colleges shall, thru their respective Administrative/Personnel/Human Resource Management Officers, submit to the Ombudsman or her Deputies a monthly written schedule of their retiring officials/employees stating their full names, age, last position held and date of retirement.

In order to facilitate the processing of Ombudsman clearance, the retiring officials/employees shall file their application at least three (3) months prior to the effectivity of their retirement properly endorsed by their agency's Administrative/Personnel/Human Resource Management Officers and supported by duly certified service record.

This Memorandum Circular shall take effect within fifteen (15) days from its publication in a newspaper of general circulation.

Adopted: 15 Aug. 2006

(SGD.) MA. MERCEDITAS N. GUTIERREZ
Tanodbayan



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