



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

April 22, 2014

**CUSTOMS MEMORANDUM CIRCULAR**  
**NO. 55-2014**

**TO:** All Customs Officials and Employees

**SUBJECT: Office of the Ombudsman's Office Circular No. 7, s. 2014 and Memorandum Circular No. 05, s. 2012 / Collection of Fees and Guidelines on the Issuance of Ombudsman Clearance**

Attached is a copy of the memorandum dated April 11, 2014 of Dir. Lourdes Z. Santiago, Director IV, Central Administration Office, Department of Finance, furnishing this Bureau with copies of Office Circular No. 7 (*Collection of Fees for the Issuance of Ombudsman Clearance*) and Memorandum Circular No. 05, s. 2012 (*Guidelines on the Issuance of Ombudsman Clearance*) from the Office of the Ombudsman.

For your information and guidance.

Please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

**MYRNA S. CHUA**  
Deputy Commissioner  
Internal Administration Group

cc: Commissioner of Customs



Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Roxas Boulevard Corner Pablo Ocampo, St. Street  
Manila 1004

April 11, 2014

Memo for : Heads of Offices  
This Department  
  
Heads of Bureaus/Attached Agencies  
Department of Finance

From : Director Lourdes Z. Santiago

Subject : **Office Circular No. 7, s. 2014 (Collection of Fees for the Issuance of Ombudsman Clearance) and Memorandum Circular No. 05, s. 2012 (Guidelines on the Issuance of Ombudsman Clearance)**

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Attached for information and guidance are copies of Memorandum Circular No. 05 dated October 16, 2012 and Office Circular No. 07 dated January 28, 2014 from the Office of the Ombudsman on the above-captioned subject.

  
**LOURDES Z. SANTIAGO**  
Director IV  
Central Administration Office



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Ombudsman Bldg., Agham Road, Government Center  
North Triangle, Diliman, Quezon City

**OFFICE CIRCULAR NO. 07**

*Series of 2014*

**TO:** Office of the Overall Deputy Ombudsman  
All Offices of the Deputy Ombudsmen  
Finance and Management Information Office  
General Administration Office  
Public Assistance and Corruption Prevention Bureau and counterpart  
bureaus in the area/sectoral offices

**RE:** COLLECTION OF FEES FOR THE ISSUANCE OF  
OMBUDSMAN CLEARANCE

**DATE:** 28 January 2014

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WHEREAS, Memorandum Circular (MC) No. 05, series of 2012, dated 16 October 2012 provided the Guidelines on the Issuance of Ombudsman Clearance to set up control mechanisms in preserving the integrity of the Ombudsman Clearance as an official document used in the processing of appointments, promotions, retirements, transfers, resignations, travels, grant of service awards and scholarships in the public service, and for other purposes;

WHEREAS, as a requirement in the application for Ombudsman Clearance, Section 3.B.4 of MC No. 05 includes the payment of processing fee as may be determined and authorized under pertinent issuances;

WHEREAS, Section 4 of MC No. 05 states that processing fees shall be charged for the reasonable cost attending the processing of Ombudsman Clearances and Certification;

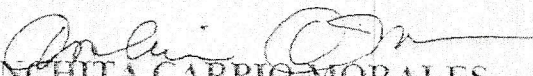
WHEREAS, Section 4 of MC No. 05 also directed the Assistant Ombudsman of the Finance and Management Information Office (FMIO) to study

The FMIO shall devise a provision for the necessary entry and tracking of payment in the online mode of application under Section 3.C.7 of MC No. 5.

The suspension of assessment of processing fee (under Section 7 as a transitory provision of MC No. 5) is lifted on the effectivity date of this Office Circular, without prejudice to related provisions under pertinent memoranda of agreement entered into by the Office.

This Office Circular shall take effect on February 1, 2014. Applications lodged before the effectivity date shall still be exempt from payment of the processing fee.

28 January 2014, Quezon City, Philippines.

  
CONCHITA CARPIO MORALES  
*Ombudsman*



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Ombudsman Bldg., Agham Road, Government Center  
North Triangle, Diliman, Quezon City

**MEMORANDUM CIRCULAR NO. 05**  
*Series of 2012*

**GUIDELINES ON THE ISSUANCE OF OMBUDSMAN CLEARANCE**

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**SECTION 1. Rationale.** Consistent with the constitutional provisions on accountability of public officers and in line with the statutory mandate of the Office of the Ombudsman on the enforcement of administrative, civil and criminal liability of public officers, the following set of guidelines in the issuance of Ombudsman Clearance is issued to set up control mechanisms in preserving the integrity of the Ombudsman Clearance as an official document used in the processing of appointments, promotions, retirements, transfers, resignations, travels, grant of service awards and scholarships in the public service, and for other purposes.

**SEC. 2. Ombudsman Clearance, Defined.** An Ombudsman Clearance is an official document certifying that a person has no criminal, administrative and forfeiture case/s pending with the Office of the Ombudsman.

A case is deemed pending from the time it has been docketed as a criminal, administrative or forfeiture case until a resolution or decision thereof has attained finality in accordance with the rules or, in case of an adverse disposition, the penalty imposed therein has been duly served or fully implemented.

If there appears to be such pending case against the applicant, the Office shall instead issue a Certification that he or she has pending criminal, administrative or forfeiture case/s filed with the Office of the Ombudsman.

A complaint that is under case build-up or fact-finding investigation, however, shall not be considered a pending case.

**SEC. 3. Procedure.** The following regulations shall be observed in processing applications or requests for issuance of Ombudsman Clearance:

**A. Who may file:**

1. Any person may file an application for his or her own Ombudsman Clearance personally or through a duly authorized representative.

2. Heads of departments, offices, agencies, bureaus, or their duly authorized representatives, with respect to their own personnel or under the terms of existing memoranda of agreement.
3. Chairpersons or duly authorized representatives of the Judicial and Bar Council, Commission on Appointments and other search and selection committees or bodies, as to their respective applicants/nominees.

Ombudsman officials and employees are prohibited from filing and following up applications on behalf of applicants.

**B. Requirements:**

1. Duly accomplished Application for Ombudsman Clearance (see Annex "A"; downloadable from Office website), if filed by the applicant mentioned in A.1.; or a formal request addressed to the Ombudsman, if filed by the requester enumerated in A.2 and A.3;
2. Original or certified true copy of the Service Record with a statement of the date of retirement/resignation, or, where applicable, the personal data or information sheet;
3. Government-issued ID of the applicant, and the duly authorized representative under A.1 where applicable; and
4. Payment of the processing fee, as may be determined and authorized under pertinent issuances.

**C. When and Where to File:**

An application or request for issuance of Ombudsman Clearance may be filed at any time, except that, for retirement purposes, an application shall be filed not earlier than six (6) months prior to the date of retirement of the applicant.

An application for Ombudsman Clearance may be filed with any of the following offices or in such other offices as may be established:

1. Office of the Ombudsman Central Office - Quezon City
2. Office of the Deputy Ombudsman for Visayas - Cebu
3. Office of the Deputy Ombudsman for Visayas - Iloilo Regional Office
4. Office of the Deputy Ombudsman for Visayas - Tacloban Regional Office
5. Office of the Deputy Ombudsman for Mindanao - Davao
6. Office of the Deputy Ombudsman for Mindanao - Cagayan De Oro Regional Office
7. Via on-line at [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph)

An Ombudsman Clearance may be personally claimed at any of the offices enumerated under C.1 to C.6. The clearance may also be sent through regular mail or pre-paid private courier service.

**D. Contents of the Clearance/Certification:**

1. The Ombudsman Clearance shall state the:
  - a. name of the person subject of the clearance and, where applicable, his/her agency;
  - b. name of the applicant/requester and the agency represented, if any;
  - c. specific purpose for which the clearance is sought; and
  - d. adverse disposition of any terminated case against the person subject of the clearance, and a statement that the penalty therein imposed had been duly served or fully implemented.
  
2. Meanwhile, the Certification shall, in addition to those listed in Section 3.D.1 (a) to (c), contain the following data about his or her pending case:
  - a. docket number;
  - b. title of the case;
  - c. specific charge/s; and
  - d. status of the case and implementation of the imposed penalty, if any.

**SEC. 4. Processing Fee.** As may be allowed under pertinent issuances, processing fees shall be charged for the reasonable cost attending the processing of Ombudsman Clearances and Certifications. The Assistant Ombudsman for finance shall study and recommend the schedule of processing fees to be charged.

**SEC. 5. Signatories.** Unless modified by the Ombudsman through pertinent issuances, the following are the officials authorized to oversee the processing of and validate/sign Ombudsman Clearances and Certifications:

1. Ombudsman Central Office/ Luzon/ Military Other Law Enforcement Offices:
  - a. Public Assistance and Corruption Prevention Office (PACPO) Assistant Ombudsman
  - b. Public Assistance Bureau (PAB) Director
  - c. Designated PAB officer
  
2. Ombudsman Visayas:
  - a. Deputy Ombudsman for Visayas
  - b. Head of the Public Assistance bureau/unit
  - c. Chief of the Administrative Division
  
3. Ombudsman Mindanao:
  - a. Deputy Ombudsman for Mindanao
  - b. Head of the Public Assistance bureau/unit
  - c. Chief of the Administrative Division

**SEC. 6. Miscellaneous Provision.** No Ombudsman Clearance or Certification is required for the payment of the monetized value of the accrued leave credits of a separated public official

or employee, which may be subject only to any claim that the paying agency may have against the public official or employee.

**SEC. 7. *Transitory Provisions.*** This Memorandum Circular shall prospectively apply to applications/requests filed upon effectivity hereof. Pending applications/requests, if any, shall be acted upon under this Memorandum Circular insofar as it is beneficial to the applicant/requester.

Until such time that the assessment of processing fees have been determined and authorized under pertinent issuances pursuant to Section 4, the requirement under Section 3(B)(4) shall be suspended and the processing of the application/request shall momentarily be free of charge.

**SEC. 8. *Repealing Clause.*** All previous issuances inconsistent herewith are hereby repealed or modified accordingly.

**SEC. 9. *Effectivity Clause.*** This Memorandum Circular shall take effect on December 01, 2012 after fifteen (15) days following the completion of its publication in a newspaper of general circulation and upon filing of three (3) certified copies thereof with the University of the Philippines Law Center.

16 October 2012, Quezon City, Philippines.

  
CONCHITA CARPIO MORALES  
Ombudsman

*Copy furnished:*

The Overall Deputy Ombudsman and all Deputy Ombudsmen  
The Special Prosecutor  
All Assistant Ombudsmen, Deputy Special Prosecutors, and Bureau Directors  
Officers and staff of the Public Assistance Bureau and counterpart bureaus  
in area/sectoral/regional offices  
Officers and staff of the Central Records Division, and the records and administrative  
bureaus/units in area/sectoral/regional offices.

Filed with the University of the  
Philippines Law Center on October 17,  
2012.

Published in a Newspaper "The Philippine  
Star" on November 13, 2012.





Republic of the Philippines  
 Office of the Ombudsman  
 Agham Road, Diliman, Quezon City

**CONTACT US:**

PAB Clearance : (02) 926-8786  
 Trunkline : (02) 479-7300 local 111/132  
 Email : clearance@ombudsman.gov.ph  
 Website : www.ombudsman.gov.ph

**APPLICATION FOR OMBUDSMAN CLEARANCE**

**TO BE ACCOMPLISHED BY THE APPLICANT (PLEASE PRINT. WRITE "N/A" IF NOT APPLICABLE)**

**DETAILS OF REQUEST FOR OMBUDSMAN CLEARANCE**

Purpose (Please check one) <input type="checkbox"/> For GSIS <input type="checkbox"/> Others (Specify)	Date of Retirement/Resignation	Last Position Held
Name of Agency or Office		
Address of Agency or Office		
Attachment :	<input type="checkbox"/> Service Record/ Statement of Service	<input type="checkbox"/> Death Certificate
	<input type="checkbox"/> For Pick-up	<input type="checkbox"/> by regular mail (home address)
Mode of Release : (Please Check One)	<input type="checkbox"/> Authorization Letter (if filed by representative)	<input type="checkbox"/> Photocopy of ID & Authorized Representative
	<input type="checkbox"/> by regular mail (office address)	<input type="checkbox"/> by prepaid private courier service (to be paid by the applicant)

**APPLICANT'S INFORMATION**

1. Name of Applicant :  
 \_\_\_\_\_  
First Name Middle Name Last Name

2. If Married, Mother's Maiden Surname :  
 \_\_\_\_\_  
Mother's Maiden Surname

3. Home Address :  
 \_\_\_\_\_  
House No./Blk. No. Street Barangay  
 \_\_\_\_\_  
City/Municipality Province

4. Previous Address (if any):  
 \_\_\_\_\_  
House No./Blk. No. Street Barangay  
 \_\_\_\_\_  
City/Municipality Province

5. Date of Birth : \_\_\_\_\_  
mm/dd/yyyy

6. Civil Status : \_\_\_\_\_

7. Sex : \_\_\_\_\_

8. Date of Marriage : \_\_\_\_\_

9. Landline : \_\_\_\_\_

10. Highest Educational Attainment:	Educational Attainment	Period Attended	Educational Attainment	Period Attended
	High School	_____	Vocational	_____
	College	_____	Post-Graduate	_____

11. Name of Requester in Case of Death Claim :  
 \_\_\_\_\_  
First Name Middle Name Last Name

12. Relationship to the Deceased : \_\_\_\_\_

**TO BE ACCOMPLISHED BY THE PROCESSING OFFICER**

(To be accomplished only if service record is not attached. Use additional sheet if necessary.)

**GOVERNMENT HISTORY**

Name of Office	Address (City/Municipality, Province)	Position	Inclusive Dates
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			

**PRIVATE SECTOR**

Name of Office	Address (City/Municipality, Province)	Position	Inclusive Dates
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			

I declare that the answers given above are true and correct to the best of my knowledge and belief.