



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

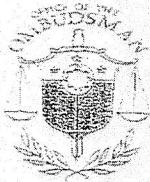
Heads of Bureaus/Attached Agencies
Department of Finance

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

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

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

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.

