

PROCEDURE IN PROCESSING RESIGNATION/TRANSFER OF SERVICE

| STEPS | TASK | DETAILS | EMPLOYEE CONCERNED | DOCUMENTS NEEDED |
|-------|--|---|--|---|
| 1 | RESIGNATION APPLICATION | <p>Submission of Resignation Letter and other documentary requirements to Director General, PDEA thru the Regional/Service Director and D, HRMS.</p> <hr/> <p>The Effectivity of resignation should not be earlier than thirty (30) days from the date of filing.</p> | Resignee | <p>a. Resignation Letter b. Endorsement Memo from Unit Director c. Certificate of Non-Money and Property Accountability d. Unit Clearance e. Confidentiality Agreement Form f. Exit Interview with Name and Signature of the one conducted g. Four (3) Original copies of SALN (as to the effectivity of Resignation/Transfer) h. Certified True Copy of IPCR (last two (2) semesters upon Resignation/Transfer) i. Coco Life Health Card j. Leave Form (Terminal Leave) k. Loan Certification from the Landbank of the Philippines - Camp Crame Branch</p> <p><i>Additional Requirements for DEOs/Chemists/Evidence Custodian</i></p> <p>a. Affidavit of Undertaking b. Receiving copy of Letter informing the Courts of Cases handles with Contact Details c. Certificate of Turnover of Issued Firearm, Ammunition, Handcuff and Badge</p> <p><i>Additional Requirements for Transfer of Service</i></p> <p>a. Copy of Appointment from the receiving Agency b. Memorandum re: Request for Service Records, Certificate of Leave Credits Earned, Agency Clearance</p> |
| 2 | SUBMISSION OF DOCUMENTS TO HRMS | Endorsement of Resignation Letter and other documentary requirements to HRMS | Chief Administrative Officer and/or Human Resource Management Officer (HRMO) of the concerned Office | Same documents listed above |

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| 3 | PROCESSING OF RESIGNATION | Preparation of "Acceptance of Resignation/Transfer of Service" whichever is applicable | Human Resource Management Service (HRMS) | Acceptance Letter of Resignation/Transfer of Service |
| | | Preparation and submission of Payroll Instruction to FMS (Stoppage of Salary) | ANNE | Payroll Instruction (Stoppage of Salary) |
| | | HRMS will forward the payroll instruction to FMS for appropriate action | | |
| | | Acceptance of Resignation/Transfer of Service | Director General, PDEA | Acceptance Letter of Resignation/Transfer of Service |
| | | Preparation of Agency Clearance <i>(Provided all documents/requirements are complete, the HRMS will forward the Agency Clearance of the resignee to the concerned Office)</i> | ANNE | Agency Clearance |
| | | Preparation of Agency Order <i>(If cleared, the HRMS will prepare Agency Order (Termination of Appointment/ Authority to Transfer as applicable)</i> <i>If not cleared, the HRMS will inform the resignee thru the concerned Office of the existing accountabilities)</i> | ANNE | Agency Orders |
| 4 | APPROVAL | Approval of Agency Order | Director General, PDEA | Approved Agency Orders |
| 5 | DISSEMINATION | Concerned PDEA Office and employee shall be furnished with the copy of approved Agency Order | ANNE KIM BUBOY | Approved Agency Orders |

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