



**AFP RETIREMENT AND SEPARATION
BENEFITS SYSTEM**

Requirements for Posthumous Claims

A.	DOCUMENTARY REQUIREMENTS
	Legal Heir/Beneficiary/Guardian
1.	<ul style="list-style-type: none"> Duly accomplished Application Form (Form 1)
2.	<ul style="list-style-type: none"> Duly accomplished Member's Information Sheet (Form 2) with one 2x2 picture of wife and deceased member attached
3.	<ul style="list-style-type: none"> Original or Authenticated Copy of Posthumous /Retirement / Separation or Discharged Order issued by Major Service Adjutant - request from HPA/HPN/HPAF/ or GHQ (kukunin sa HPA/HPN/HPAF or sa GHQ)
4.	<ul style="list-style-type: none"> Original or Authenticated Copy of Statement of Service (S.O.S.) issued by the Major Service Adjutant indicating the purpose "For RSBS Reference" -request from HPA/HPN/HPAF/ or GHQ (kukunin sa HPA/HPN/HPAF or sa GHQ)
5.	<ul style="list-style-type: none"> Original or Authenticated Copy of Certificate of Last Payment or Original Certification of Remittance list of RSBS Contributions from Major Service Finance Center - request from HPA/HPN/HPAF/ or GHQ (kukunin sa HPA/HPN/HPAF or sa GHQ Finance)
6.	<ul style="list-style-type: none"> Original or Authenticated Copy of Declaration of Legal Beneficiaries issued by JAGO. This is no longer required if the soldier has been discharged from the military service. (<i>Hindi na kailangan kung ang sundalo ay nadischarged</i>)
7.	<ul style="list-style-type: none"> Original or Authenticated Copy of Certification of Legal Beneficiaries issued by the Major Service Adjutant - request from HPA/HPN/HPAF/ or GHQ (kukunin sa HPA/HPN/HPAF or sa GHQ)
8.	<ul style="list-style-type: none"> Photocopy (back to back) of two (2) valid IDs with picture and with three specimen signatures of each claimant/beneficiary affixed on the photocopy. IDs shall be any two (inclusive of one primary valid ID) of the following: <ul style="list-style-type: none"> Primary Valid IDs <ul style="list-style-type: none"> <input type="checkbox"/> Military Dependent's ID <input type="checkbox"/> Legal Beneficiary's ID Secondary Valid IDs <ul style="list-style-type: none"> <input type="checkbox"/> AFPSLAI ID <input type="checkbox"/> AFP MBAI <input type="checkbox"/> Other AFP FI's ID <input type="checkbox"/> SSS ID <input type="checkbox"/> PHILHEALTH <input type="checkbox"/> HDMF ID <input type="checkbox"/> GSIS ID <input type="checkbox"/> PASSPORT <input type="checkbox"/> BIR TIN ID <input type="checkbox"/> COMPANY ID <input type="checkbox"/> PRC ID <input type="checkbox"/> COMELEC ID <input type="checkbox"/> LTO Driver's License <input type="checkbox"/> Other Government-issued IDs with signature & photo <input type="checkbox"/> _____ <input type="checkbox"/> _____
9.	<ul style="list-style-type: none"> Copy of Death Certificate of member from PSA
	FOR CHILDREN 18 YEARS OLD AND ABOVE (Kung may Anak na may edad 18 years old at PATAAS- Legitimate at Illegitimate)
1.	<ul style="list-style-type: none"> Duly accomplished Application Form (Form 1)
2.	<ul style="list-style-type: none"> Duly accomplished Member's Information Sheet (Form 2) with one 2x2 picture of child
3.	<ul style="list-style-type: none"> Copy of Birth Certificate from PSA
4.	<ul style="list-style-type: none"> Photocopy (back to back) of two (2) valid IDs with picture and with three (3) specimen signatures of each claimant/beneficiary affixed on the photocopy.
5.	<ul style="list-style-type: none"> Notarized Waiver of Rights Specified for RSBS Claims (Ito po ay optional - <i>Ipapagawa po sa abogado (notary public) kung nais na isang cheke na lang po ang maprocess, halimbawa: Ang share ng anak sa RSBS claim ay ipapangalan na lamang sa kanyang nanay o kapatid. Kung gusto man po nila na paghatian ang cheke ay wag na po itong icomply</i>)

DOCUMENTARY REQUIREMENTS	
FOR CHILDREN BELOW 18 YEARS OLD (Kung may Anak na MINOR)	
1.	<ul style="list-style-type: none"> One 2X2 picture (Please attach picture on the Member's Info Sheet (Form 2) beside the picture of spouse and deceased member)
2.	<ul style="list-style-type: none"> Photocopy (back to back) of legal beneficiary ID with picture and with three (3) specimen signature of mother/father affixed on the photocopy.
FOR LEGAL GUARDIAN OF MEMBER'S ILLEGITIMATE/ACKNOWLEDGED CHILD (Kung may anak sa labas na Minor)	
1.	<ul style="list-style-type: none"> Duly accomplished Application Form (Form 1)
2.	<ul style="list-style-type: none"> Duly accomplished Member's Information Sheet (Form 2) with one 2x2 picture of the legal guardian and minor child
3.	<ul style="list-style-type: none"> Photocopy (back to back) of two (2) valid IDs with picture and with three (3) specimen signatures of legal guardian affixed on the photocopy.
4.	<ul style="list-style-type: none"> Photocopy (back to back) of legal beneficiary ID with picture and with three (3) specimen signature of mother affixed on the photocopy.
5.	<ul style="list-style-type: none"> Copy of Birth Certificate of acknowledged child from PSA
Additional Requirements : (as needed) Kung kinakailangan	
1.	<ul style="list-style-type: none"> Authorization Letter to Deposit Check, Photocopy of ATM card, and Deposit fee - Please comply only if you prefer the claim to be deposited to your bank account. There is a fee if the bank is outside NCR and not Landbank. (Icomply kung nais na "for deposit" ang cheke, may kaukulang service fee lamang kung nasa labas ng NCR ang banko at hindi Landbank)
2.	<ul style="list-style-type: none"> Original PSA Certified Birth Certificate with OR (in case of discrepancy in name, birth date, or birth place) -kung may mali sa mga spelling, date or info sa mga military documents
3.	<ul style="list-style-type: none"> Original PSA Marriage Certificate with OR - in case of married female child or discrepancy in date of marriage (nagpalit ng apelyido ang anak na babae o may mali sa date ng marriage ng asawa)
4.	<ul style="list-style-type: none"> Original Cenomar from PSA (for Muslim deceased member or with multiple marriages)
5.	<ul style="list-style-type: none"> Original signed & Notarized Affidavit of Discrepancy (for other discrepancies)
6.	<ul style="list-style-type: none"> Original or Authenticated Copy of Amendment to the Retirement Order or Corrected S.O.S. (as needed)
7.	<ul style="list-style-type: none"> Original or Authenticated Copy of Latest Payslip or Original Statement of Earnings and Deductions for one month duly signed by AFP / Major Service Finance Center (as needed)
	<ul style="list-style-type: none"> Others:
Note: Only one copy is required for each requirement (Isang kopya lamang po ang kailangan para sa bawat dokumento)	