



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

**REQUIREMENTS:**

- 1. Duly accomplished Application for Ombudsman Clearance (OMB Form 1) and any valid ID
- 2. Photocopy of service record and death certificate for death claims purposes
- 3. Payment of clearance fee

**APPLICATION FOR OMBUDSMAN CLEARANCE**

**PURPOSE OF CLEARANCE :** Please indicate the number of copies in the appropriate box.

**Clearance Fee P100.00**

- CDD
- Death Claim
- Disability Retirement
- Discharge
- Dropped from the Roll
- End of Contract (Date) \_\_\_\_\_
- End of Term (Date) \_\_\_\_\_
- Expiration of Appointment
- Expiration of Term
- GSIS Claims
- Rationalization \_\_\_\_\_
- Resignation (Date) \_\_\_\_\_
- Retirement (Date) \_\_\_\_\_
- Reversion
- Separation (Date) \_\_\_\_\_
- TPPD

**Clearance Fee P200.00**

- Awards, please specify: \_\_\_\_\_
- Bar Exam
- CES Eligibility
- CESO Rank
- Change of Name (Specify Name): \_\_\_\_\_
- Commissionship
- Completion of Residency Training
- Court Requirement
- Extension of Service
- Foreign Travel
- Free and Accepted Masonry
- Guarantorship
- Leave Application
- Loan Application
- Nomination
- Recognition
- Requirement by JBC, CSC, CESB, Office of the President, PRC, GOCC, DFA, DOLE, BI, LTO, NBI, PNP & other agencies: *(Please specify agency)* \_\_\_\_\_
- Scientific Career System
- Study Grant
- SUC Presidency
- UN Mission
- Visa
- Scholarship
- Schooling

**Clearance Fee P150.00**

- Appointment
- Confirmation
- Employment
- Foreign Assignment
- Grant of Benefits
- Lateral Entry
- Promotion
- Reappointment
- Reemployment
- Transfer

**Clearance Fee P500.00**

- Bidding Requirements
- Fidelity Bond
- Permit to Carry Firearms

**Clearance Fee P1,000.00**

- Firearm License

**MODE OF PAYMENT:** Please  one.

- Cash
- SM, Hypermart, Savemore
- Landbank
- Postal money order payable to "Office of the Ombudsman Clearance Fees"

**MODE OF RELEASE :** Please  one.

- pick-up at OMB office
  - personally
  - authorized representative
- prepaid private courier\*
  - \*applicant shall provide prepaid envelope except if paid thru SM
- regular mail
  - office address
  - present/home address

**APPLICANT'S INFORMATION:** (Please PRINT legibly. Write "N/A" if not applicable)

<b>1. Name of Applicant:</b>	<table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;"><small>First Name</small></td> <td style="border: none; text-align: center;"><small>Middle Name</small></td> <td style="border: none; text-align: center;"><small>Last Name</small></td> <td style="border: none; text-align: center;"><small>Suffix i.e., Jr.</small></td> </tr> <tr> <td style="border: none; width: 25%;"></td> <td style="border: none; width: 25%;"></td> <td style="border: none; width: 25%;"></td> <td style="border: none; width: 25%;"></td> </tr> </table>				<small>First Name</small>	<small>Middle Name</small>	<small>Last Name</small>	<small>Suffix i.e., Jr.</small>				
<small>First Name</small>	<small>Middle Name</small>	<small>Last Name</small>	<small>Suffix i.e., Jr.</small>									
<b>2. Current Position:</b>	<b>3. If married, mother's maiden surname (for female applicant)</b>											
<b>4. Agency/Office Name:</b>												
<b>Agency/Office Address:</b>												
<b>5. Present Address:</b>												
	<small>House No./Blk. No.</small>	<small>Street</small>	<small>Barangay</small>									
	<small>City/Municipality</small>		<small>Province</small>									
<b>6. Previous Address:</b>												
	<small>House No./Blk. No.</small>	<small>Street</small>	<small>Barangay</small>									
	<small>City/Municipality</small>		<small>Province</small>									
<b>7. Date of Birth:</b>	<small>mm/dd/yyyy</small>	<b>8. Civil Status:</b>		<b>9. Sex:</b>								
<b>10. Date of Marriage:</b>	<small>mm/dd/yyyy</small>	<b>11. Contact Nos.:</b>	<small>Mobile</small>	<small>Landline</small>								
<b>12. Highest Educational Attainment</b>	<b>Educational Attainment</b>	<b>Period Attended</b>	<b>Educational Attainment</b>	<b>Period Attended</b>								
	High School		Vocational									
	College		Post Graduate									

**TO BE ACCOMPLISHED BY THE RECEIVING CLERK**

Valid Identification Card presented by the APPLICANT

Type	ID Number	Issuing Agency/Company

Valid Identification Card presented by the REPRESENTATIVE

Type	ID Number	Issuing Agency/Company

### 13. EMPLOYMENT HISTORY

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

GOVERNMENT HISTORY			
NAME OF OFFICE	ADDRESS	POSITION	INCLUSIVE DATES
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

PRIVATE SECTOR			
NAME OF OFFICE	ADDRESS	POSITION	INCLUSIVE DATES
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

NOT FOR SALE

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

Printed Name of Applicant/  
Authorized Representative :

Date  
Accomplished:

Signature of Applicant/  
Authorized Representative :

Name of Requester in  
Case of Death Claim :

Relation to the  
Deceased: