

SAMPLE GUIDE FOR MONIES WITH SOLE CLAIMANT

General Instructions:

- SUBMIT **ONE (1) LONG FOLDER** of **ORIGINAL** and **ONE (1) LONG FOLDER** of **PHOTOCOPIED** and properly tabbed to each document
- Whenever any discrepancy exists on name, birth date and other information, submit an Affidavit of 2 Disinterested Persons or Correction of Entry on the civil registry document (Birth / Marriage / Death Certificate), whichever is applicable
- Incomplete submission shall **NOT** be entertained
- Photocopied documents must be clear and readable.
- Transact only with authorized employees from AFPTFPD/AFPPGMC. **Beware of FIXERS.** (Republic Act 9485 (Anti-Red Tape Law) imposes stiff penalties on fixers, such as imprisonment of as long as six (6) years, or fine of up to P200,000, or both.)
- Submission of **FAKE DOCUMENTS** will be prosecuted for Falsification of Public Documents and violation of Section 34 of PD 1638.

Note: Kindly secure and complete documentary requirements as applicable.

REQUIREMENTS		WHERE TO SECURE
A	AFP LEGAL FORMS	
1	Affidavit of Undertaking with Special Power of Attorney	Download at https://www.afppgmc-mil.ph
2	Oath of Office	
3	Affidavit of Self-Adjudication (Sole Heir/Claimant only)	
B	BASIC DOCUMENTS	
1	Waiver of Rights	Download sample format at https://www.afppgmc-mil.ph
2	Duly Accomplished Application Form	Download at https://www.afppgmc-mil.ph
C	PSA DOCUMENTS	
1	PSA Death Certificate of Principal Pensioner and his/her Spouse, <i>if deceased</i>	Philippine Statistics Authority (PSA) thru: 1. PSA Serbilis via https://www.psaserbilis.com.ph with “ Delivery To ” option to AFP Pension and Gratuity Management Center (see next page) or 2. Local Civil Registrar (LCR), if no record in PSA, with Official Receipt (OR)
2	PSA Marriage Certificate of Principal Pensioner and his/her Spouse	
3	PSA CRS Form #5 (Advisory on Marriages) of both: -Principal Pensioner and -his/her Spouse	
4	PSA Birth Certificate/s of Child/ren and/or Grandchild/ren, <i>if by representation</i>	
5	PSA Birth Certificate of Principal Pensioner, <i>if single upon death</i>	
D	OTHER REQUIREMENTS	
1	Photocopy of valid Government ID (front and back) of all claimants with 3 specimen signatures	Claimant/s
2	Photocopy of ATM Account (LBP, PVB, or DBP) with handwritten Account Number and bank snapshot (<i>only for claims administrator who are not AFP pensioners</i>)	Claims Administrator / Bank
E	ADDITIONAL REQUIREMENTS FOR DUAL CITIZEN DECEASED PRINCIPAL PENSIONER / ACTIVE BENEFICIARY CLAIMANT/S	
1	Certificate of Naturalization (Photocopy only)	Immigration & Naturalization Services of Foreign Country
2	Oath of Allegiance (Photocopy only)	Philippine Embassy/ Consulate / Department of Foreign Affairs
3	Order of Approval of Citizenship Retention and Re-acquisition (Photocopy only)	
4	Identification Certificate (Photocopy only)	

- 1 Request Details - BIRTH
- 2 Requester's & Delivery Details
- 3 Summary
- 4 Acknowledgement
- 5 Payment

Request Details

Certificate Type: Birth

Type of Request: Copy Issuance

Number of Copies: 1

Certificate Details

ⓘ Please enter Maiden Name, if Married Female

Last Name: Last Name

Place of Birth (Country): PHILIPPINES

Date of Birth: MM/DD/YYYY

Father's Last Name: Father's Last Name

Mother's Maiden Last Name: Mother's Last Name

Relationship to the Document Owner: Select Relationship to the Document Owner

First Name: First Name

Place of Birth (Province): Select Province

Sex: Male Female

Father's First Name: Father's First Name

Mother's Maiden First Name: Mother's First Name

Middle Name: Middle Name

Place of Birth (City/Municipality): Select City/Municipality

Father's Middle Name: Father's Middle Name

Mother's Maiden Middle Name: Mother's Middle Name

Embassy or Government Agency Details

Document(s) for delivery to an Embassy or Government Agency? Yes No

Delivery To: AFP Pension and Gratuity Management Center



**APPLICATION FOR MONIES CLAIMS OR ONE-TIME
PAYMENT FOR AFP PENSION DIFFERENTIAL FY2000 - 13**

CLAIMS ADMINISTRATOR

NAME OF DESIGNATED CLAIMS ADMINISTRATOR:
(Print information in capital letters & use BLUE ink only)

(Last Name) DELA CRUZ	(First Name) MARK	(Middle Name) PABLO	(Suffix: Jr, III, IV if any)
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Date of Birth:	22 AUG 1993	Contact No: (Cellular phone)	0955 215 8963	Relationship to the deceased principal Pensioner/Retiree	SON
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OTHER BENEFICIARIES

Names of other Legal Beneficiaries	Date of Birth	Contact No.	Relationship to the Deceased Pensioner
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA



*With Additional Sheet: Yes No

I MARK P DELA CRUZ DO CERTIFY THAT THE INFORMATION I HAVE PROVIDED ARE TRUE AND CORRECT, AND I FURTHER CERTIFY THAT:

1. I am the sole or one of the legal beneficiary/ies of the deceased military personnel.
2. I have not filed any previous application for Monies Claims or One-Time payment pertaining to the AFP Pension Differential covering the period of FY2000 – 2013.
3. I will immediately notify the AFPPGMC or the AFP Task Force for Pension Differential (FY2000-2013) in case changes of status or other claimants will assert benefits of the deceased AFP Pensioner.

<p>_____</p> <p>SIGNATURE OF DESIGNATED ADMINISTRATOR</p>		<p>_____</p> <p>DATE</p>
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Witnesses:

<p>_____</p> <p><u>ERNESTO FUENTES</u></p> <p>(Signature over printed name)</p>	
<p>_____</p> <p><u>MARIA CUENCA</u></p> <p>(Signature over printed name)</p>	

2 x 2 Picture of the Pension Administrator

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

AFFIDAVIT OF SELF-ADJUDICATION

I, Mark Dela Cruz, Filipino and of legal age, with residential address at 15 Corinthian Village, Cubao, Quezon City, subscribing under oath, hereby depose and state:

1. I am the only son/daughter of 2LT JUAN DELA CRUZ 123456 PA, who died without any last will and testament on 20 March 2013 as evidenced by his/her Death Certificate issued by PSA hereto attached as ANNEX "A" and made an integral part of this Affidavit.

2. At the time of his/her death, my father/mother had no debts, liabilities, or obligations to any persons, agency, or institution.

3. The only property he/she left is monies claim from the Armed Forces of the Philippines to which he/she is entitled to in accordance with the law.

4. Pursuant to Rule 74, Sec. 1 of the Rules of Court, I hereby adjudicate unto myself the above-described monies claim by means of this Affidavit with the request that the said adjudication be made effective without judicial proceeding as prescribed by the aforementioned provision of the Rules of Court.

5. Upon the release of the monies, I hereby release the Armed Forces of the Philippines (AFP), the AFP Pension and Gratuity Management Center, and the AFP Task Force for Pension Differential FY 2000-2013, as well as its officers and employees, from any liability in case any unknown legal heir shall appear and claim any benefits from the monies.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ in _____.

Affiant

SUBSCRIBED AND SWORN to before me this _____ of 20____, and the affiant exhibited to be his/her _____, issued by _____, expiring on _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.