



Securing Referral for Retirement Benefit

ABOUT THE SERVICE

Lingkod Barangay Office assists the members of Barangay Tanods and other Barangay Volunteer Workers who have served the barangays of Naga City to avail of post service retirement benefit as per Naga City Ordinance 2016-001.

Department / Office:		LINGKOD BARANGAY OFFICE		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail		Members of Barangay		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Retirement letter of the volunteer approved by the Punong Barangay 		<ul style="list-style-type: none"> Residency of Requesting Party / Barangay Hall 		
<ul style="list-style-type: none"> Certification of length of servic 		<ul style="list-style-type: none"> Barangay Hall and DILG-Naga City Office 		
<ul style="list-style-type: none"> Birth Certificate 		<ul style="list-style-type: none"> City Civil Registry Office / Phil. Statistic Office 		
<ul style="list-style-type: none"> Certification from Lingkod Barangay Office (LBO) confirming the length of service 		<ul style="list-style-type: none"> Lingkod Barangay Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements Submit all the requirements to Lingkod Barangay personnel		P	5 minutes	RUBEN D. JIMENEZ JR. Administrative Assistant II (Casual) DENNIS F. DE JESUS Administrative Aide III (Casual) JOSE P. MARTINEZ, JR. Administrative Aide I (Casual)
	2. Issuance Of Confirmation Certificate/Referral Letter Prepare a referral letter for processing of retirement benefits subject to the usual accounting/auditing regulations		5 minutes	BERNARDO D. SANTOS Records Officer I (Casual) RUEL O. BARRIOS CGDH I (Lingkod Barangay Office I)
TOTAL		P0.00	10 minutes	

LINGKOD BARANGAY OFFICE

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For more information, please contact:

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