

CHECKLIST OF REQUIREMENTS
FOR COMMUTATION OF LEAVE CREDITS OF PAF PERSONNEL
DISHONORABLY DISCHARGED AND SEPARATED WITH THEIR
OWN FAULT

TAB	PARTICULARS	
A	Discharged Order from Unit & Confirmation from HPAF/GHQ	5 copies authenticated
B	Statement of Service from OAFA (See RMB requirements)	1 original & 5 copies authenticated
C	Military Leave/Furlough Records from OAFA (See RMB requirements)	
D	Statement of Last Payment from AFFC	
E	CLEARANCES: -AFAC Clearance -PAFPIMS SOA Clearance (Unit Certification of No Money & Property Accountability)	
F	Land Bank of the Philippines Account Number or ATM Land Bank (Scan/Stencil in a clear copy)	5 copies authenticated
G	Affidavit of Delay	1 original & 5 copies authenticated
H	Last issued SALN	

ADDITIONAL REQUIREMENTS IF DECEASED (CLAIMANTS)		
I	Death Certificate	1 original & 2 copies authenticated
J	Marriage Contract	
K	Certificate of Legal Beneficiary/ies from OAJA-to be processed by OAFA	
L	Birth Certificate of Children	
M	CRS Form Nr 5 (Advisory of Marriage) of Spouse and Deceased	
NOTE:		
➤ All PSA Documents (Birth/Marriage/CRS Form Nr 5) with Original Receipt (O.R.)		
➤ Authorized Representative with Special Power of Attorney		