

Morale and Welfare Benefits

I. Type of Claims and Description:

A. PAF Mutual Relief System (PAF MRS) - is a system established for the purpose of providing immediate financial assistance to the bereaved dependents of the members amounting to Fifty Thousand Pesos (P 50,000.00). Membership fee amounting to Thirty Five Pesos (P 35,00) is mandatorily deducted to all members who are active in the military service and retired PAF Personnel becomes a Life Time member upon paying the amount of Six Thousand Pesos (P 6,000.00) after retirement from the service.

B. PAF Survivor Financial Assistance (PAF SFA)- is the immediate financial assistance for the active PAF Military and Civilian Personnel amounting to Fifteen Thousand Pesos (P15,000.00), in case a dependent dies. Membership Fee Amounting to Forty Pesos (P 40.00).

C. PAF Welfare Fund (PAF WF) - is a revolving fund intended to support the initial financial requirements of PAF Military Personnel under emergency medical situation while in line of duty status and who have no means to support their immediate medical requirements.

D. PAF Medical Reimbursement - is a fund intended for the medical reimbursement of PAF Personnel.

E. PAF Provident Fund – is a fund intended the PAFPF shall provided for the granting of benefits and loans to active Officers, Enlisted Personnel and Civilian Employees of the Philippine Air Force for emergency needs; for their education or that of their children; for their hospitalization or that of their immediate dependents; for minor but immediately needed repair of their houses; and for other similar purposes to be determined by the PAFPF Board.

TYPE OF LOAN	LOANABLE AMOUNT	MAX TERMS
Educational Loan	Php 50,000.00	24 mos
Emergency Loan	Php 100,000.00	24 mos
Hospitalization	Php 100,000.00	24 mos

II PROCEDURES ON LOAN APPLICATION:

- A. PAF personnel applying for loan shall submit a duly accomplished loan application form with complete supporting documents at PAFPF Main Office or at any accessible Administering Offices.
- B. Upon receipt of loan application, concerned PAFPF Office shall check for the authenticity and completeness of loan documents; compute for the loan proceeds and the monthly amortization; and evaluate the paying capacity of the borrower.

- C. Once the loan is approved, check representing the net proceeds shall be prepared by the designated personnel, signed by the designated authorized signatories and released to the borrower.
- D. Preparation of request for payroll deduction and recording of all approved loans in individual ledgers and book of accounts shall be centralized at PAFPF Main Office.

IV. Procedure:

PAF Provident Fund

STEP	OFFICE	ACTIVITY	DURATION
1	PAF personnel	Submit complete documents to AFFC	
2	AFFC (FMBR)	Validation and verification of loan application	½ day
3	AFMFO	For Funding	½ day
4	AFAC	Verification of complete documents	½ day
5	AFFC	Preparation and release of check	½ day

Requirements:

- a. Three (3) copies of duly accomplished Loan Application Form
- b. FILM Voucher from Air Force Finance Center (AFFC)
- c. Photo copy of Military/Civilian ID
- d. Provost Marshall Clearance with Marital Consent
- e. Additional requirements depending on the type of loan
 1. Educational Loan – Statement of Account from School Registrar
 2. Hospitalization Loan – Current Balance of Hospital Bill if admitted and Medical Certificate for outpatient
 3. Emergency Loan
 - a. Calamity – Barangay Certificate, proving that the applicant was affected by a calamity.
 - b. Immediate Repair of House – Photo of portion of house to be repaired, cost estimate and proof of ownership.

PROCEDURE: COMMUTATION OF UNUSED LEAVE AND SEPARATION GRATUITIES

STEP	OFFICE	ACTIVITY	DURATION
1	FMBR	<ul style="list-style-type: none"> - receives from PGAB the complete documents - validates thru the use of CPRS the accountability of the claimant - forwards the documents to CCPBr 	1 day
2	CCPBR	<ul style="list-style-type: none"> - receives from FMBR the complete documents - verification of last payment (CPO Br) - preparation of DV (includes all accountabilities with supporting authorization of deduction from the claimant) - Indexing (CPO Br) - verification - pre-audit - signature of C, CCPBr and C, CPO Br - transmit to OA-1 	4-5 days
3	O-A1 (DMS)	<ul style="list-style-type: none"> - receives from AFFC the complete documents - recording and signature (OA-1 DMS) - signature (DPP) - transmits to AFMFO 	1-2 days
4	AFMFO	<ul style="list-style-type: none"> - receiving (prepares the list for request to DBM) - signs the list of actual retirees (C, AFMFO) - routes the letter request to DBM (OSAS) - signs the DF to CG, PAF (OCAS) - signs/recommends to CG, PAF (OVCG) - signs/approve letter request to DBM (OCG, PAF) - submits the approved letter request to GHQ MFO - transmits to CSAFP thru SND (GHQ MFO) - forwards the letter request to DBM (GHQ MFO) - release SARO/NCA 	3-4 weeks
5	AFFC	<ul style="list-style-type: none"> - receives the SARO/NCA - attached the OBR (signed by C, CCPBr and C, MFO) - DV for funding signed by (C, MFO and CO, AFFC) - signs the DF to CG, PAF (OCAS) - transmits to AFMFO 	3-5 days

6	AFMFO	- pre-audit with fund	1 day
7	AFAC	- validates thru FiCoPs the accountability of the claimant - Journal Entry Voucher (JEV)	4-5 days
8	O-A1 (PAFHB)	- validates thru FiCoPs if the claimant has GQ/PCQ	1 day
9	AFFC	- process the Debit Advice for ADA if validated by OA1 - signs the DA (C, DrBr and CO, AFFC) - submits the DA and check to AGDB (LBP) - credits to the ATM Account Number of the Claimant - forwards the list of retiring/separated PAF personnel who already received the accumulated leave benefits to PGAB	2 days