



OFFICE OF THE PRESIDENT OF THE PHILIPPINES
PRESIDENTIAL ANTI-GRAFT COMMISSION

I. ISSUANCE OF PAGC CLEARANCE

WHO CAN AVAIL OF THE SERVICE

All incumbent Presidential Appointees with Salary Grade 26 and above who are required by the Office of the President of the Philippines, Career Executive Service Board (CESB) and other Government Institutions, to secure a certificate of clearance from the Presidential Anti-Graft Commission (PAGC) for whatever valid purpose.

REQUIREMENTS

1. Photocopy of recent valid Office I.D. (front and back)
2. Accomplished PAGC Clearance Request Form
3. Signed Letter of Authorization from Requesting Parties (for Representatives)

SCHEDULE OF THE AVAILABILITY OF SERVICE

Monday – Friday,
8:00 a.m. to 5:00 p.m.
No Lunch Break

FEES

No fee required.

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Management Information Service (MIS) Division of PAGC	Duration	Person-in- charge at MIS
1	Proceed to the Management Information Service (MIS) Division and request for a copy of the PAGC Clearance Request Form	Provide Copy of PAGC Clearance Request Form	3 min	Receiving Officer

Step	Requesting Party/ Client	Management Information Service (MIS) Division of PAGC	Duration	Person-in- charge at MIS
2	Fill-up the information details in the PAGC Clearance Request Form and thereafter submit the same together with other requirements to the PAGC Receiving Officer		15 min	Receiving Officer
3		Review the submitted requirements	5 min	Receiving Officer
		<p>Officially receive the request if all the requirements are met, particularly client's eligibility for the PAGC clearance service</p> <p>Note:</p> <ul style="list-style-type: none"> - In case of incomplete requirements, but the client is eligible to avail the service, he/she will be advised to first complete the requirements prior to the official acceptance of his request - If the requesting party is not eligible to avail the service, a copy of the PAGC Clearance Request Form indicating that the client is not covered by the service, signed by an authorized officer at MIS, shall be provided to the client 	15 min	Receiving Officer
		Advise the client that the document pertaining to the request for clearance shall be officially mailed to the Requesting Party and the ultimate recipient of the clearance-related document within two (2) days from date of receipt of all requirements	5 min	Receiving Officer

Note:

- 1) In case of unforeseen events beyond the control of PAGC, please be informed that there will be an extension of another two (2) days before the requested document could be mailed to both the requesting party and the ultimate recipient of the document
- 2) For recommendations, inquiries, suggestions or other concerns, please coordinate with:

Ms. Divina Gracia M. Reyes, Graft Prevention and Control Officer III
Telephone Nos. 924 1311/ 924 1312 local 102
e-mail: mail@pagc.gov.ph

or via TEXT Message :

0917 TXT PAGC (0917 898 7242)