

OFFICE OF THE REGIONAL INTELLIGENCE DIVISION 5 (RID Clearance System)

Counterintelligence and Security Section (CISS)

Documentary Requirements:

1. Duly Accomplished Biodata
2. Two (2) pieces 1"x1" ID Picture
3. Community Tax Certificate (Cedula)
4. Clearances:
 - a. Barangay
 - b. Police
 - c. MTC/MCTC
 - d. RTC
 - e. NBI
5. Official Receipt from Regional Finance Service Unit 5

How to Avail the Service:			Duration: 25 minutes			
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1	Submit documentary requirements to Information Desk (photocopy & original)	Checks the validity of the submitted documentary requirements	Action PNCO	None	None	5 minutes
2	Proceed to Regional Finance Service Unit 5 and pay the necessary fees	Process payment and issue official receipt	Finance Service Personnel	None	Php80.00	5 minutes
3	Present the official receipt to Action PNCO	Encodes and processes clearance	Action PNCO	None	None	10 minutes
4	Affix signature and thumb mark on the space provided for in the RID clearance					
5	Receive RID Clearance	Releases Clearance	Action PNCO	None	None	5 minutes

*For inquiries, suggestions or comments, please call **0917-559-2767***