



CULTURAL CENTER OF THE PHILIPPINES
Roxas Boulevard, Pasay City
CLAIM FOR COST OF LIVING ALLOWANCE (COLA) AND AMELIORATION ALLOWANCE (AA)
First Installment (20%)

Application no. _____

NAME:	
Residence/Mailing Address:	
E-mail Address:	
Landline No.:	Mobile Phone No.:
Last Position Held (do not abbreviate)	
Department	Division:
Period of Employment with CCP:	
Date of Separation From the Center:	
Reason for Separation:	
Date of Application:	Signature:
If employed, please indicate business address:	

Documents to be submitted:

1. Claim Application Form
2. Photocopy of Clearance Form
3. 2 Valid ID's
4. Duly Notarized Undertaking

NOTE:

* IF CLAIMANT CANNOT PERSONNALLY CLAIM:

A. IF WITHIN THE PHILIPPINES:

- i. DULY NOTARIZED DEED OF UNDERTAKING
- ii. DULY NOTARIZED SPA

B. IF OUTSIDE THE PHILIPPINES:

- i. DULY NOTARIZED DEED OF UNDERTAKING
(AUTHENTICATED BY THE PHILIPPINE EMBASSY WHERE CLAIMANT IS RESIDING)
- ii. DULY NOTARIZED SPA (AUTHENTICATED BY THE PHILIPPINE EMBASSY WHERE CLAIMANT IS RESIDING)

*IF CLAIMANT WAS MARRIED AFTER RETIREMENT, RESIGNATION OR TRANSFER (only for married woman)

- i. CERTIFIED TRUE COPY OF MARRIAGE CONTRACT



CULTURAL CENTER OF THE PHILIPPINES

DEED OF UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

I, _____, of legal age, Filipino, single / married, and a resident of _____ hereby acknowledge receipt of my COLA and Amelioration Allowance on _____ in the amount of PESOS _____ (P_____) and hereby undertake that, in the event that a lawful authority like the Supreme Court , COA, or DBM decide with finality that I am legally obligated to return the said COLA and Amelioration Allowance, I shall return all of the said amount within the period demanded of me by CCP.

In Witness Whereof, I have hereunto affixed my signature this _____ day of _____ at _____.

AFFIANT

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME , a Notary Public for and in the above locality, personally appeared _____, with Community Tax Certificate No. _____ issued on _____ at _____, known to be and to me known to be the same person who executed for foregoing Deed of Undertaking and acknowledge to me that the same is his free and voluntary act and deed.

WITNESS MY HAND AND NOTARIAL SEAL this _____ day of _____, 2009

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2009