

Republika ng Pilipinas
(Republic of the Philippines)
PANGUNAHAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

December 17, 1975

DEPARTMENT MEMORANDUM
No. 229, s. 1975

EMISSION OF RETIREMENT APPLICATIONS TO REACH
SIXTY (60) DAYS PRIOR TO DATE OF RETIREMENT

To the: Area Directors
Regional Directors
Chiefs of Divisions and
Heads of Units

1. Inclosed is a copy of Memorandum Order No. 123-75 of the General Manager, Government Service Insurance System, dated November 7, 1975 urging prospective retirees and endorsing officials to submit applications for retirement under R.A. No. 196, as amended, including all pertinent requirements, to reach the System at least sixty (60) days before the effective date of retirement under the said Act to enable the said office to effect payment of the lump sum or the initial monthly annuity on the date of retirement.
2. Particular attention is invited to the second paragraph which enjoins all employers to clear retiring employees of all money and property responsibilities on or before the date of retirement. All effort should be made toward this end.
3. This Department Memorandum should be brought to the attention of all officials, teachers and employees for their information and guidance.

(SGD.) PLAN T. MANUEL
Secretary of Education and Culture

Incl.:

As stated

(Enclosure to Department Memorandum No. 229, S. 1975)

Republika ng Pilipinas
PANGKALANG KAGAWALAN NG PAGPAPALANAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
Maynila - 200

November 7, 1975

MEMORANDUM CIRCULAR NO. 103-75

TO : ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICES, MAYORAL HEADS OF GOVERNMENT-CRIED OR CONTROLLED CORPORATIONS, AND OTHERS CONCERNED

SUBJECT : SUBMISSION OF SEVERAL APPLICATIONS UNDER CA 186, AS AMENDED, BY PROSPECTIVE RETIREES AND ENLOSING OFFICIALS SIXTY (60) DAYS PRIOR TO DATE OF RETIREMENT

In order to enable the Government Service Insurance System to effect the payment, right at the date of retirement, of the lump sum or the initial monthly annuity check to retirees under CA 186, as amended, all prospective retirees and enlosing officials are hereby urged to submit to the GSIS the retirement applications including all pertinent requirements at least SIXTY (60) DAYS before the effective date of retirement under said Act. This is to afford the GSIS sufficient time to process, adjudicate, and complete the retirement claims on or before the actual date of retirement.

All employers should endeavor to clear all accountabilities of their retiring employees on or before the date of retirement. The GSIS will pay the proceeds in full on or after the date of retirement unless the GSIS receives beforehand a court order or an authorization from the retiring employee allowing the GSIS to deduct from the proceeds of his retirement benefits the amount of his accountabilities and to remit the same to his employer.

It is recognized that it may not be practicable to apply the beneficial effects of this circular to all prospective retirees, particularly accountants and teniel officials and employees, whose final accountabilities may not be determinable prior to the last day of actual service. However, all employers are hereby encouraged to apply this circular for the benefit of as many of their retiring employees as possible.

The provisions of any previous circulars of this Office which are inconsistent herewith are hereby superseded.

(Sgd.) ROMAN A. CRUZ, JR.
General Manager

A true copy