

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

April 12, 1976

DEPARTMENT MEMORANDUM  
No. 109, s. 1976

REMINDER TO PROSPECTIVE RETIREES  
AND ENDORSING OFFICIALS

To the: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads  
Coordinator, State Colleges and Universities  
Seniors Superintendents

1. Inclosed is a copy of Memorandum Circular No. 184-76 of the General Manager, Government Service Insurance System, dated February 20, 1976, reiterating the submission of retirement applications under C.A. 186, as amended, at least sixty (60) days prior to the date of retirement in order not to delay payment of benefits. Endorsing officials should take immediate action on applications for retirement submitted to their respective offices.
2. In this connection, attention is invited to Department Memorandum No. 229, s. 1975, which deals on the same matter.
3. This Department Memorandum should be brought to the attention of all officials, teachers and employees for their information and guidance.

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

Incl.:  
As stated

Reference:

Department Memorandum: (No. 249, s. 1975)

Allotment: 1-2-3--(D.O. No. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS and OFFICES  
EMPLOYEES  
OFFICIALS  
ESTABLISHMENT  
RULES and REGULATIONS  
TELEPHONE

Republic of the Philippines  
GOVERNMENT SERVICE INSURANCE SYSTEM  
Manila

February 20, 1976

CIRCULAR NO. 184-76

TO : ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICES, MANAGING HEADS OF GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, TREASURERS, AND OTHERS CONCERNED

SUBJECT : AN URGENT REMINDER FOR THE STRICT AND FAITHFUL COMPLIANCE TO THE ORIGINAL CIRCULAR NO. 183-75, DATED NOVEMBER 7, 1975

The GSIS is deeply committed in promoting the benefit and welfare of government retirees. All avenues of possibilities are constantly being explored in order to further improve efficiency particularly in the expeditious settlement and payment of retirement insurance claims. Accordingly, Memorandum Circular No. 183-75 was issued on November 7, 1975 calling for, among other things, the early submission of retirement applications so that no delay in the payment of the benefit will be sustained.

Response to the call, however, has not been quite satisfactory as anticipated. Consequently, the GSIS finds it necessary to reissue the same Circular if only to serve as a reminder to all prospective retirees and endorsing officials alike that the primary objective of paying claims right on the date of retirement cannot be achieved without their direct involvement and participation.

Reproduced hereinbelow for the information and guidance of all concerned is the full text of the previous Circular:

Republika ng Pilipinas  
PANGUNAHAN NG MGA KAGLENGKONG SA PAMAHALAAN  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
Manila - 2801

November 7, 1975

MEMORANDUM CIRCULAR NO. 183-75

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

**SUBJECT: "SUBMISSION OF RETIREMENT APPLICATIONS UNDER  
CA 156; AS AMENDED, BY PROSPECTIVE RETIREES  
AND ENDORSING OFFICIALS SIXTY (60) DAYS PRIOR  
TO DATE OF RETIREMENT"**

In order to enable the Government Service Insurance System to effect the payment, right on the date of retirement, of the lump sum or the initial monthly annuity check to retirees under CA 156, as amended, all prospective retirees and endorsing 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 compute 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 bonded 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.

(SGE.) ROYAL L. CRUZ, JR.  
General Manager

All concerned are, therefore, enjoined to lend their utmost support and cooperation in endorsing an application for retirement at least SIXTY (60) days before the effective date of retirement to allow ample time for processing, adjudication and computation of the claim and thus enable the GSIS to pay the benefits right on the date of retirement.

(SGD.) ROYAL L. CRUZ, JR.  
General Manager