

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

November 8, 1977

OFFICE MEMORANDUM
No. 244, s. 1977

COURSING APPLICATION FOR RETIREMENT UNDER RA NO. 286,
AS AMENDED, TO GSIS OFFICE CONCERNED

Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and
Universities
Schools Superintendents

Conformably to a memorandum of agreement between the Government Service Insurance System and Department of Education and Culture, applications for retirement of officials, teachers and other school personnel shall be forwarded to the GSIS Office concerned following this procedure:

- a. Applications for retirement under RA No. 660, as amended where the annuity is payable by the Government Service Insurance System, shall be endorsed by the Regional Director concerned or his duly authorized representative direct to the GSIS Regional Office concerned.
- b. Applications for retirement under RA No. 616, as amended, where the gratuity is payable by the employer, shall be endorsed by the Regional Director concerned or his duly authorized representative direct to the GSIS Main Office, Manila, through the Commissioner of the Budget, except those where the employee-applicant is due for compulsory retirement, deceased, or totally and permanently disabled in which case the application shall be submitted direct to the GSIS Main Office.

- c. Applications for retirement of Regional Directors, Assistant Regional Directors, Superintendents and Assistant Superintendents shall be forwarded to this Office as usual;

2. It is also enjoined that the inclosed guidelines on action on applications for retirement be followed strictly in order to expedite payment of retirement benefits to those concerned.

3. Compliance is desired.

(SGE.) JUAN L. MANUEL
Secretary of Education and Culture

Incl.:

As stated

Reference:

Department Memorandum: No. 71, s. 1977

Allotment: 1-2-3--(D.O. 1-75)

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

BUREAUS & OFFICES	RETIREMENT
EMPLOYEES	RULES and REGULATIONS
LEGISLATION	TEACHERS
OFFICIALS	

(Inclosure to Department Memorandum No. 254, d. 1977)

CITIZENSHIP OR NATIVE ACTION OR
APPLICATIONS FOR REGISTRATION UNDER
COLLECTIVE ACT/NO. 136, AS AMENDED

Ex. No. 660, AS AMENDED
(Priority Payable by C.B.I.B.)

Ex. No. 1616, AS AMENDED
(Priority Payable by Employer)

I. Automatic and Temporary

1. Age - 65 years old
2. Service - at least 15 years, the last 3 years of which are continuous.

Optional

1. Employee-applicant meets age and service requirements (last 3 yrs. of which are continuous) as shown in the table below:

Age	25	30	35	40	45	50	55	60	65	70	75	80
Service	25	24	23	22	21	20	19	18	17	16	15	14

2. Employee-applicant with 30 years of service (last 3 years of which are continuous), regardless of a continuous and permanent disability.

1. Age - regardless of age
2. Service - at least 15 years
3. Conditions - employee-applicant totally and permanently disabled, not due to misconduct, gross negligence, intemperate use of drugs or alcoholic liquor or vicious or immoral habits.

III. Sec. 11(c) of CA No. 186, as amended

1. Age - regardless of age
2. Service - at least 5 years of service at the time of death.
3. Conditions - death due to misconduct, gross negligence, intemperate use of drugs or alcoholic liquor, or vicious or immoral habits.

II. Sec. 11(b) of CA No. 186, as amended

1. Age - regardless of age
2. Service - at least 30 years, last 3 years of which are continuous.
3. Conditions prescribed under C.O. No. 133 of the Office of the President dated October 16, 1967:

a. Employee-applicant has reached age of 65 years; or

b. If before 65 yrs, he physically incapable of the work he rendered further efficient service.

I. Sec. 12(c) of CA No. 186, as amended

1. Age - regardless of age
2. Service - at least 30 years, last 3 years of which are continuous.

3. Conditions prescribed under C.O. No. 133 of the Office of the President dated October 16, 1967:

a. Employee-applicant has reached age of 65 years; or

b. If before 65 yrs, he physically incapable of the work he rendered further efficient service.

III. Sec. 11(c) of CA No. 186, as amended

1. Age - regardless of age
2. Service - at least 5 years, but less than 15 years
3. Conditions - Applicant totally and permanently disabled, not due to misconduct, gross negligence, intemperate use of drugs or alcoholic liquor or vicious or immoral habits.

IV. Sec. 12(c) of CA No. 186, as amended

1. Age - 65 years old
2. Service - at least 15 years, the last 3 years of which are continuous.

Papers/Documents to be Submitted

1. Application on the form prescribed by the G.S.I.S.
2. Complete Statement of Service Record duly certified.
3. If date of birth appearing on Service Record and application for retirement, as claimed by applicant, do not tally, certified true copy of birth certificate should be submitted. In its absence a certified true copy of the baptismal certificate should be submitted together with a certificate of loss of record of birth from the local civil registrar concerned. In case of loss of both records, an affidavit from two competent and disinterested persons attesting the date of birth should be submitted together with certificate of loss of records from the local civil registrar and parish priest concerned.
4. Total and Permanent Disability Claim (Parts I and II) for those applying for disability retirement.
5. Medical certificates for those applying for retirement under Sec. 12(c) of CA No. 186, as inserted in R.A. No. 1616, as amended.

Action on Application

1. Applications under R.A. No. 660, as amended (column 1 above), are to be submitted direct to the G.S.I.S. Regional Office concerned.
2. Applications under Section 11(b), 11(d), and 12(e) of CA No. 186, as inserted in RA No. 1616, as amended (column 2 above), are to be submitted direct to the G.S.I.S. (Main Office).
3. Applications under Section 12(c) of CA No. 186, as inserted in RA No. 1616, as amended (column 2 above) are to be coursed through the Budget Commission before going to the G.S.I.S. (Main Office).
4. Applications under Sec. 12(c) of CA No. 186, as inserted in RA No. 1616, as amended, should be supported by the findings of the Medical Officer of the Regional Office stating that the applicant is "physically incapacitated to render further efficient service."
5. All applications under CA No. 186, as inserted in RA No. 1616, as amended, payable by the employer are to be recommended, subject to the availability of funds.

NOTE:

Commonwealth Act No. 186	- approved on November 14, 1936
Republic Act No. 660	- approved on June 16, 1951
Republic Act No. 1616	- approved on May 31, 1957
Republic Act No. 4968	- approved on June 17, 1962