

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

September 14, 1978

MEC MEMORANDUM  
No. 254, s. 1978

ADDITIONAL GUIDELINES ON THE PROCESSING AND PAYMENT  
OF RETIREMENT CLAIMS

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

1. The field is hereby advised of the additional guidelines issued by the Acting Chairman, Commission on Audit, in a 2nd Indorsement dated August 17, 1978 on the implementation of the Memorandum of Agreement between the Government Service Insurance System and this Ministry, as follows:

- a. The Memorandum Agreement shall not apply to officials or employees accountable for government funds and/or property who shall be required to secure the usual clearance certificate before the preparation/issuance of the checks covering payment of their retirement benefits.
- b. The release of check to a retiree/claimant by the MEC Regional Director, upon presentation of the clearance certificate, shall be with the concurrence of the Unit Auditor or the COA Regional Director.
- c. Notice of delivery/transmittal of the check to the Regional Director shall be given the GSIS Auditor who, in turn, shall advise the Unit Auditor/COA Regional Director of such check delivery, for confirmation purposes.
- d. The Unit Auditor/COA Regional Director shall inform the GSIS Auditor of the release of the check and furnish him a copy of the certificate of clearance submitted by the retiree/claimant.
- e. Checks not released by the MEC Regional Director within ninety (90) days from receipt thereof, due to the failure of the claimant to submit the required certificate of clearance or for







any other cause, shall be returned to the GSIS for further action/disposition. Notice of such return shall be given the Unit Auditor/CCO Regional Director who shall in turn inform the GSIS Auditor for verification purposes.

f. Any release of check to the retiree/claimant not supported by a certificate of clearance shall render the CCO Regional Director or releasing official liable for the loss that the Government may suffer as a result thereof.

2. All officials concerned are enjoined to observe strictly the guidelines in the implementation of the said memorandum of agreement. Questions and/or feedback, if there are any, on the matter of implementation should be addressed to the Inter-Agency Coordinating Staff of the GSIS.

3. Likewise, the requirements called for in Sections V, VI, VIII and IX of the aforementioned memorandum of agreement, a copy of which is inclosed with Department Memorandum No. 71, s. 1977, shall be coursed through the said Inter-Agency Coordinating Staff of the GSIS.

(SGD.) JUAN L. MANUEL  
Minister of Education and Culture

Reference:

Department Memorandum (No. 71, s. 1977)

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

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

✓ BUREAUS & OFFICES  
✓ OFFICIALS  
✓ PAYMENT  
✓ RETIREMENT  
✓ RULES & REGULATIONS





