

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRO NG EDUKASYON, KULTURA AT ESPORTE
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

June 20, 1984

MEMORANDUM
No. 125, s. 1984

EXPEDITIOUS ACTION ON APPLICATIONS FOR RETIREMENT

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Vocational School Superintendents/Administrators

1. This Office has received numerous complaints from retirees concerning the delay they encounter before they are able to get their retirement benefits. In order that proper and expeditious action may be taken on applications for retirement of teachers and other school employees of this Ministry, Department Memorandum No. 244, s. 1977 entitled "Coursing of Applications for Retirement Under C. No. 186, As Amended to CSIS Office Concerned" is hereby reissued.

2. In this connection, it may be added that applications for retirement under P.D. 1146 where the annuity is payable by the Government Service Insurance System shall also follow the procedure stated in paragraphs 1-a and 1-c of the aforementioned Memorandum.

3. Prospective retirees should be advised to file their applications for retirement at least two (2) months before the effective date of retirement in order that they may receive their gratuity/annuity on or immediately after retirement.

4. It is desired that this Memorandum be disseminated to all officials, teachers and other school personnel for their information and guidance.

(SGD.) JAIKE C. LAYA
Minister

Incl.: As stated
Reference: Department Memorandum: (No. 244, s. 1977)
Allotment: 1-2-3-4--(D.O. 1-75)
To be indicated in the Perpetual Index under the following:
BUREAUS & OFFICES RETIREMENT
EMPLOYEES RULES & REGULATIONS
LEGISLATION TEACHERS
OFFICIALS:

subjects

(Enclosure to RSCS Memorandum No. 126, s. 1964)

Republic of the Philippines
(Republic of the Philippines)
TAGAPAGKATANGALAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

November 2, 1977

TRAINING MEMORANDUM
No. 11, s. 1977

CORRESPONDING APPLICATION FOR RETIREMENT UNDER RA No. 156,
AS AMENDED, TO MOST OFFICE CONCERNED

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Offices
Superintendent, State Colleges and Universities
Special Superintendents

1. In accordance to a memorandum of agreement between the Government Service Commission System and the Department of Education and Culture, applications for retirement of officials, teachers and other civil personnel shall be forwarded to the GSCS Office concerned following procedures:

- a. Applications for retirement under RA No. 156, as amended, where the gratuity is payable by the Government Service Insurance System, shall be indorsed by the Regional Director concerned or his duly authorized representative direct to the GSCS Regional Office concerned.
- b. Applications for retirement under RA No. 156, as amended, where the gratuity is payable by the employer, shall be indorsed by the Regional Director concerned or his duly authorized representative direct to the GSCS 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 GSCS 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 indorsed 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.

(SND.) - JUAN L. SAMUEL
Secretary of Education and Culture

1011.

As stated

Reference

Department Memorandum No. 71, A. 1077

Attachment: 1-12-5--(D.O. 1-76)

It is indicated in the Corporate Index
under the following subjects:

PERSONS & MEMBERS
EMPLOYEES
MEMBERSHIP
OFFICIALS

MEMBERSHIP
RULES AND REGULATIONS
OFFICIALS

Joint Form 10 (Revised 10-2-55, G. 1070)

UNITED STATES DEPARTMENT OF THE ARMY
APPLICATIONS FOR RETIREMENT UNDER
COMBINED PAY PLAN G. 105, AS AMENDED

REGULAR AND AS A PENSION
(Annuity payable by U.S.G.)

2-1-57, 1915
(Continued from page 1)

I. Automatic and Optional

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

I. Optional

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

Age	50	51	52	53	54	55	56	57	58
Service	20	19	18	17	16	15	14	13	12
Age	59	60	61	62	63	64	65	66	67
Service	11	10	9	8	7	6	5	4	3

1. Employee-applicant with 30 years of service (last 3 years of which are continuous), regardless of age.

VII. Total and Permanent Disability

1. Age - regardless of age
2. Service - at least 10 years
3. Conditions - employee-applicant totally and permanently disabled not due to derelict conduct, gross negligence, or (in the case of a derelict alcoholic liquor or drug use or unusual habits).

6. Sec. 1210 of CA 1950

1. Age - regardless of age
2. Service - at least 10 years
3. Conditions - prescribed by the Office of Personnel Management:
 - a. Employee-applicant 64 years of age or older
 - b. If below 64 years of age, to render efficient service

7. Sec. 11(b) of CA No. 1

1. Age - regardless of age
2. Service - at least 10 years
3. Conditions - derelict conduct, gross negligence, intake of alcoholic liquor or unusual habits.

7. Sec. 11(c) of CA No. 1

1. Age - regardless of age
2. Service - at least 10 years
3. Conditions - employee-applicant disabled, not due to derelict conduct, gross negligence, intake of alcoholic liquor or unusual habits.

7. Sec. 1215 of CA 1950

1. Age - 60 years of age or older
2. Service - at least 10 years

AS PER
The Employer

1.1. AS amended

of age
at 20 years, the last 3 yrs. of
are continuous.
shall under P.G. No. 133 of the
and dated October 15, 1967:

1.1.1. AS amended

1.1.1.1. AS amended

1.1.1.1.1. AS amended

of age
10-15 years of service at the
of death
due not due to misconduct, gross
use of drugs or
or, or alcohol or similar

1.1.1.2. AS amended

of age
10-15 years, but less than 15

of age
due to misconduct, gross
use of drugs or alcoholic
or similar.

1.1.1.3. AS amended

of age
10-15 years, but less than 15 years
of continuous.

Forms/Documents to be Submitted

1. Application Form prescribed by the U.S.I.S.
2. Complete Statement of Service signed and certified.
3. If date of entry 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 the absence, a certified true copy of the original certificate should be submitted together with a sworn statement of loss of record of birth from the local civil registrar concerned. In case of loss of both entries, an affidavit from a competent and disinterested person should state the date of birth which is submitted together with certificate of loss of records from the local civil registrar and parish offices concerned.
4. Total and Permanent Disability Claim (Forms 9 and 11) for those applying for disability retirement.
5. Medical certificates for those applying for retirement under Sec. 12(c) of CA No. 166, as inserted in RA. 1615, as amended.

Action on Applications

1. Applications under P.A. 660, as amended (column 1 above), are to be submitted direct to the C.S.I.S. Regional Office concerned.
2. Applications under Section 11(b), 11(c), and 11(d) of CA No. 166, as inserted in CA No. 1666, as amended (column 2 above), are to be submitted direct to the U.S.I.S. (This Office).
3. Applications under Section 12(a) of CA No. 166, as inserted in RA No. 1615, as amended (column 3 above), are to be processed through the Budget Commission before going to the U.S.I.S. (This Office).
4. Applications under Sec. 12(c) of CA No. 166, as inserted in RA No. 1615, 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 services.
5. All applications under CA No. 166, as inserted in RA No. 1615, as amended, payable by the employer are to be recommended subject to the availability of funds.

NOTE:

