

Republika ng Pilipinas  
Republic of the Philippines  
DEPARTMENT OF EDUCATION, KULTURA AT SPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Manila

January 3, 1985

MECS O R D E R  
No. 4, s. 1985

REITERATING THE POLICY AGAINST EXTENSION OF SERVICE  
BEYOND MANDATORY RETIREMENT AGE

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Chiefs of Service and Heads of Offices, Units and Centers  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators/Principals

1. Notwithstanding earlier regulations related to policy of this Office against extension of service beyond compulsory retirement age, requests for extension of service of officials due for compulsory retirement are still continuously received in this Office. Attention is invited on this connection to MEC Memorandum No. 91, s. 1980, Department Memorandum No. 288, s. 1977, and MECS Order No. 40, s. 1983.

2. Effective immediately, the following shall be observed as a matter of administrative policy:

- a. Heads of offices shall, early enough, remind or inform officials under them who are about to reach the age of mandatory retirement so that such retiring official can wind up his affairs, secure clearances, and prepare the necessary papers.
- b. Heads of offices shall also see to it that prospective successors are trained to assume duties and responsibilities of an official due for retirement.
- c. There shall be no extension of service of officials except in certain cases, specially of school superintendant whose birthday falls within the school year. In this case, extension may be recommended up to the end of the school year or of the school semester, only for reasons of administrative expediency. There shall be no extension of service of those who reach the age of 65 in April, May or before the start of the school year.

3. The prohibition against extension of service beyond mandatory retirement age, however, shall not apply in the case of officials whose tenure of office is at the pleasure of the President, as specified in Memorandum Circular No. 1803 of the Office of the President.

4. Compliance with this Order is desired.

(SGD.) JAIME C. LAYA  
Minister

References: Department Memorandum (No. 288, s. 1977)  
MEC Memorandum (No. 91, s. 1980)  
MECS Order (No. 40, s. 1983)

Allotment: 1-2-3--(3) 1, 1-78

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

OFFICIAL RETIREMENT SERVICE  
POLICY RULES & REGULATIONS