



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meville Avenue
Pang, Metro Manila

TANGGAPAN NG KALIHIM
OFFICE OF THE SECRETARY

January 23, 1998

DECS ORDER
No. 7, s. 1998

**EXTENSION OF SERVICES OF COMPULSORY RETIREES
TO COMPLETE THE FIFTEEN-YEARS SERVICE
REQUIREMENT FOR RETIREMENT PURPOSES**

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents

1. As a matter of policy, the DECS does not allow requests for the extension of services of its officials and employees who have reached the compulsory retirement age of 65 years. However, Section 13 (b) of R.A. 8291 amending P.D. 1146 provides: *"Unless the service is extended by appropriate authorities, retirement shall be compulsory for an employee at sixty-five years of age with at least fifteen years of service. Provided, That if he has less than fifteen years of service, he shall be allowed to continue in the service in accordance with existing Civil Service rules and regulations."* (Italics supplied).

2. On the above-cited proviso of Section 13 (b) of R.A. 8291 which allows the extension in the service of those reaching the compulsory retirement age of 65 but have not met the required 15 years of service, CSC-MC No. 27, s. 1990 states:

"Any request for the extension of service of compulsory retirees to complete the fifteen (15) years service requirement for retirement shall be allowed only to permanent appointees in the career service who are regular members of the Government Service Insurance System (GSIS), and shall be granted for a period not exceeding one (1) year."

3. Accordingly, the following guidelines for the extension of services of DECS officials/employees to complete the 15 years service requirement are hereby prescribed:

3.1 Request shall be properly endorsed by the head of office:

3.2 Request shall be filed not later than three (3) years prior to date of retirement.

3.3 Extension of service shall not be more than one (1) year.

3.4 Those who entered the service at age 57 shall not be allowed.

3.5 Must be of permanent status in the career service and member of the GSIS.

3.6 Latest performance rating is at least *Very Satisfactory*.

3.7 Must be physically and mentally fit as certified by a government physician.

4. It is reiterated that the existing policy of no extension of services of DECS officials and employees who have reached sixty-five (65) years of age and have rendered at least fifteen (15) years of service in government still stands.

5. Immediate dissemination of this Order is desired.


RICARDO L. GLORIA
Secretary

Reference:

DECS Order No. 9, s. 1996

Allotment: 1-(D.O. 50-97)

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

EMPLOYEES
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