



Tanggapan ng Kalihim
Office of the Secretary

JAN 20 2005



DepED ORDER
No. 2, s. 2005

EXTENSION OF SERVICES OF DEPED CENTRAL OFFICE/FIELD OFFICIALS,
TEACHERS AND EMPLOYEES TO COMPLETE THE 15 YEARS
REQUIREMENT UNDER THE GSIS LAW

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
Chiefs of Divisions
All Others Concerned

1. It has been the policy of the Department of Education (DepED), not to allow the extension of services of DepED officials and employees beyond compulsory retirement age. The only exception as embodied in previous DepED Orders is for retiring officials, teachers and employees who need to complete the fifteen (15) years service requirement of the Government Service and Insurance System (GSIS) for purposes of availing retirement benefits under existing retirement laws.
2. This policy is pursuant to Civil Service Commission (CSC) Memorandum Circular No. 27, s. 2001, specifically Section 12, par. 2 thereof, that in meritorious cases, the extension of service of person who has reached the compulsory retirement age of 65 years, may be allowed for a period of six (6) months up to a maximum of one (1) year to complete the fifteen (15) years of service required under the "GSIS Retirement Law."
3. In this connection, the following guidelines are hereby issued in accordance with CSC procedures:
 - a. Schools Division Superintendents and Chiefs of Divisions/Units shall:
 1. Verify and certify the correctness and authenticity of the documents to be submitted;
 2. Ensure that the request is filed with the CSC not later than three (3) months prior to the date of the official/employee's compulsory retirement;

3. Submit to the concerned CSC office, through the Regional/Bureau/Service/Center Directors, all requirements for said extension of service together with the following required documents:
 - 3.1 Request for extension of service signed by the Head of Office, containing the justifications for the request;
 - 3.2 Certification that the employee subject of request is still mentally and physically fit to perform the duties and functions of his/her position;
 - 3.3 Certified true copy of the employee's Certificate of Live Birth;
 - 3.4 Service Record of the employee; and
 - 3.5 Proof of payment of the filing fee in the amount of Two Hundred Pesos (200.00)
4. File such request with the Civil Service Commission within the reglementary period of three (3) months.
 - b. Await the approval of the Civil Service Commission, which shall promulgate the Resolution. IT is emphasized in said CSC MC No. 27, s. 2001 that the only basis in allowing an employee to continue rendering service after his/her 65th birthday is a Resolution of the Commission granting the request for extension.
 - c. Heads of Offices, who will allow an employee to continue rendering service without such Resolution, shall be personally liable for the payment of his/her salaries.
3. For the guidance and compliance of all concerned.


FLORENCIO B. ABAD
Secretary


References: DepED Orders: Nos. 16, s. 2004 and 56, s. 2004
Allotment: 1—(D.O> 50-97)
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS
POLICY

RETIREMENT
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