

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 24, s. 1972

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS;
REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS
AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS AND ALL OTHERS CONCERNED
National Irrigation Administration


SUBJECT : Implementation of the SOP on Retirement of
NIA Employees

For the information and guidance of all concerned, attached herewith is the check list of activities and actions to be undertaken by each operating unit of this agency in connection with the implementation of the SOP on retirement of NIA employees applicable to all types of retirement.

Enclosed herewith too, are the list of benefits corresponding to the different modes of gratuity retirement and the list of supporting documents to be submitted with the applications for retirement.

All concerned are advised to adhere strictly to the time duration indicated in the said check list within which to act on the retirement papers of the prospective retiree.

Strict compliance is hereby enjoined.


ALFREDO L. JUINIO
Administrator

March 21, 1972

APPLICATION FOR RETIREMENT

SHEET 1

Required Forms

No. of copies that must
be received at the
Central Office, NIA

- | | |
|---|------------|
| 1. Application Form | - 5 copies |
| 2. Clearance from money and property responsibility | - 8 copies |
| 3. Certification that there is no pending administrative or criminal case against the retiree | - 4 copies |
| 4. Photostatic copy of birth certificate | - 2 copies |
| 5. Service record (indicate leaves without pay) | - 4 copies |
| 6. Latest statement of assets and liabilities | - 2 copies |

NOTE:

Effective date of retirement for those aged 65 years is at the close of office hours on the day immediately preceding the 65th birthday.

Please refer to Sheet II for further requirements.

APPLICATION FOR RETIREMENTREQUIREMENTS TO BE SUBMITTED WITH APPLICATION FOR ANNUITY BENEFIT

In the settlement of retirement insurance claims under C.A. 186, ^{as amended} the following requirements as indicated by capital letters should be submitted to the Claims Department. However, submission of all supporting papers is conditioned by sufficient evidence that a member is already eligible for retirement under the aforementioned law.

| NATURE OF CLAIM | REQUIRED PAPERS AND/OR DOCUMENTS |
|---|---|
| <u>I. If Retiree is living:</u> | A. Application for retirement. (*) |
| A B C D E | B. An up-to-date statement of service records from the Office concerned. (*) |
| <u>II. If retirement is under Disability</u> | C. Certificate of clearance re money and property accountabilities: |
| A B C D E F G H | 1. Central office clearance 2. Field unit clearance 3. G.S.I.S. clearance |
| <u>III. If retiree is Deceased:</u> | D. Certificate re filing of statement of assets and liabilities per R.A. 3019. (Not required of teachers, laborers and those whose work mostly manual) |
| 1. If Designated Beneficiaries are of Legal or Major Age. | E. Certificate that applicant has no pending criminal and/or administrative charges filed against him/her. |
| A B C D E I | F. Proofs of disability, Parts I and II. (*) |
| 2. If Designated Beneficiaries are Minors: | G. Affidavit of guardianship for minor beneficiaries and/or retiree if mentally incompetent. (*) |
| A B C D E G H I | H. Bond of Indemnity to be executed by guardian for: (a) retiree, if mentally incompetent; (b) any minor beneficiary if guardian is one other than a natural parent; and (c) any minor beneficiary, if amount payable is P2000 or more. (*) |
| 3. If Retiree Died Without Designated Beneficiaries. | I. Death certificate of retiree. |
| A B C D E G H I K | J. Proofs of surviving legal heirs. (*) |
| L M N | K. Marriage certificate of deceased retiree if married. |
| | L. Birth or baptismal certificates of children of deceased retiree. |
| | M. Marriage certificate of parents, if retiree died single. |
| | N. Affidavits of the Mayor and Justice of the Peace re legal heirs of deceased retiree or in their absence that of Administrative Officer and immediate officer. |

The above-mentioned requirements are deemed sufficient to adjudicate the claim. However, should additional supporting papers and information be found necessary for the proper adjudication of the claim the party concerned will be advised accordingly.

(*) - Forms available in the Claims Department, GSIS.

CHECK LIST OF ACTIVITIES AND ACTIONS TO BE
UNDERTAKEN IN CONNECTION WITH RETIREMENT OF
EMPLOYEES OF THE NATIONAL IRRIGATION ADMINISTRATION

| ACTION BY WHOM | ACTIVITY OR ACTION | RECEIVING UNIT OR OFFICIAL | TIME DURATION |
|------------------------------------|---|----------------------------|---------------|
| | A. <u>COMPULSORY RETIREMENT:</u> | | |
| | 1. For Field Office Retiree: | | |
| Chief of Field Office | a) Inform prospective retiree of his automatic separation from the service 60 days in advance | Prospective Retiree | 2 days |
| Prospective Retiree | b) Application for retirement | Chief of Field Office | - |
| Chief of Field Office thru the RIE | c) Prepares recommendation | C.O. Personnel Div. | 15 days |
| | 2. For Central Office Retiree: | | |
| C.O. Personnel Div. | a) Inform prospective retiree 60 days before date of retirement | Records Div. | 2 days |
| Records Div. | b) Gets file copy, records & delivers/ mails | Prospective Retiree | 4 min. |
| Prospective Retiree | c) Application for retirement | Personnel Div. | - |
| | B. <u>OPTIONAL RETIREMENT:</u> | | |
| | 1. For Field Office Retiree: | | |
| Prospective Retiree | a) Application for retirement | Chief of Field Office | - |
| Chief of Field Office thru the RIE | b) Prepares recommendation | C.O. Personnel Div. | 15 days |
| | 2. For Central Office Retiree: | | |
| Prospective Retiree | a) Application for retirement | Personnel Div. | - |
| | C. <u>DISABILITY RETIREMENT:</u> | | |
| | In case retiree or his heirs are not aware of the benefits that they are entitled to: | | |
| | 1. For Field Office Retiree: | | |
| Prospective Retiree | a) Notice of disability | Chief of Field Office | - |
| Chief of Field Office | b) Inform party as to mode of retirement applicable | Prospective Retiree | 2 days |
| Prospective Retiree | c) Application for retirement | Chief of Field Office | - |
| Chief of Field Office thru the RIE | d) Prepares recommendation | C.O. Personnel Div. | 15 days |
| | 2. For Central Office Retiree: | | |
| Prospective Retiree | a) Notice of disability | Personnel Div. | - |
| Personnel Div. | b) Inform party as to mode of retirement applicable | Records Div. | 1 day |

| ACTION BY WHOM | ACTIVITY OF ACTION | RECEIVING UNIT OR OFFICIAL | TIME DURATION |
|--|---|-----------------------------------|---------------|
| Records Div. | c) Gets file copy, records and delivers or mails | Prospective Retiree | 5 min. |
| Prospective Retiree | d) Application for retirement | Personnel Div. | - |
| D. <u>STEPS TO FOLLOWED AFTER A, B, & C:</u> | | | |
| Personnel Div. | 1. Process Application (NOTE: For optional and disability retirement, Personnel division shall course the application and supporting papers to the clinic physician for review of the medical findings and recommendation.) | Legal Staff | 1 week |
| Legal Staff | 2. Review and determines compliance to legal requirements. Recommends approval/disapproval. | Administrator | 2 days |
| Administrator | 3. Approve/disapprove application | Personnel Div. | - |
| Personnel Div. | 4. If application is approved, prepares indorsement to GSIS and permanent appointment to CSC for purposes of retirement if retiree is a daily wage employee. If application is disapproved, prepares return indorsement to prospective retiree. | Records Div. | 3 days |
| Records Div. | 5. Read all papers; checks if all originals signed properly; gets file copies; records and mails | GSIS & CSC or Prospective Retiree | 4 min. |
| GSIS | 6. a- Approval of retirement application and designation of legal heirs if retiree is deceased. | Personnel Div. | - |
| CSC | b- Approval of appointment papers. (Copy furnished the N.I.A.) | G.S.I.S. | - |
| Personnel Div. | 7. For notation | Legal Staff | 1 day |
| Legal Staff | 8. For notation | Acctg. Div. | 20 min. |
| Acctg. Div. | 9. Voucher preparation and processing | Asst. Adm. | 2 hrs. |
| Asst. Adm. | 10. Approves Voucher | Auditing Office | - |
| Auditing Office | 11. Pre-Audit | Treasury Dept. | 30 min. |
| Treasury Dept. | 12. Check preparation | Asst. Adm. | 20 min. |
| Asst. Adm. | 13. Signs check | Auditing Office | - |
| Auditing Off. | 14. Signs check | Treasury Dept. | 20 min. |
| Treas. Dept. | 15. Releases check | Claimant | 5 min. |

N O T E :

- 1) For annuity Retirement, items 2 & 3 are deleted.
- 2) If funds are not available to cover the payment, Chief Corporate Accountant prepares either of the following requests for approval of the Budget Commissioner:
 - a) Request for authority to use the agency's savings;
 - b) Request for authority to use the overall savings of the national government.
- 3) The Chief Corporate Accountant shall inform the retiree that funds are not available and that the claim is being considered for inclusion in the annual general appropriation.

GRATUITY RETIREMENT BENEFITS

| <u>Types Or Modes</u> | <u>Length of Service</u> | <u>Benefit</u> |
|---------------------------|--|--|
| (a) Survivors benefits: * | 1. With less than 5 years of service. | (1) Premiums paid + 3% interest per annum compounded monthly. (2) Burial benefit of P150.00 ** |
| | 2. With at least 5 years service but not more than 15 years. | (1) Premiums paid + 3% interest per annum compounded monthly + one month salary for every year of service based on highest rate received. (2) Burial benefit of P150.00 ** |
| | 3. If on his death, employee is eligible for retirement. | (1) Retirement gratuity or annuity previously chosen by him. (2) Burial benefit of P150.00 ** |
| (b) Disability benefit: * | 1. With less than 5 years service | (1) Premiums paid + 3% interest per annum compounded monthly. |
| | 2. With at least 5 years service but less than 15 years. | (1) Premiums paid + 3% interest per annum compounded monthly + employer's premiums without interest + one month salary for every year of service based on highest salary received. |
| | 3. With 15 years service or more. | (1) Either the benefit under (b)-2 or that which is provided under Section 11(a) of CA 186 as amended, (annuity to be paid by GSIS). *** |

4. With 20 years service or over.

- (1) Premiums paid with interest + employer's premiums without interest + one month's salary for every year of service for the first 20 years, + $1\frac{1}{2}$ month's salary for every year of service over 20 years but below 30 years, + 2 month's salary for every year of service over 30 years.
- (2) Money value of commuted used vacation and sick leave upon retirement based on highest rate received.

- ** To be paid free of charge to the one who paid the burial expenses of the deceased GSIS policy holder.
- * Provided that his death or disability is not due to his own misconduct, gross negligence, intemperate use of drugs or alcoholic liquor, or vicious or immoral habits.
- *** Life annuity guaranteed for at least 5 years and thereafter as long as he lives. The amount of monthly annuity at age 57 shall be P30.00 plus, for each year of service after June 16, 1951, 2% average monthly salary received during the last 3 years, plus for each year of service rendered prior to June 16, 1951, 1.2% of said average monthly salary. Said amount is not to exceed 80% of the average monthly salary for the last 3 years. If age is other than 57 years, monthly annuity is to be adjusted actuarially.

In lieu of this annuity, retiree may elect one of the following:

- (1) Monthly annuity during his life time,
- (2) Monthly annuity during the joint lives of retiree and his or her spouse guaranteed for at least 5 years, which, upon death of either spouse and after the 5 year period, will be reduced to $\frac{1}{2}$ and paid to the survivor;
- (3) a. If 63 years of age or over, lump sum payment of present value of annuity for 1st 5 years, with monthly annuity for life after the 5 year period;
b. If 60 to 62 years of age, lump sum payment of annuity for the 1st 3 years, and the balance for 2 years to be paid in lump sum upon reaching age 63 years. After 5 year period, payment of monthly annuity for as long as he lives.
- (4) Other benefits which may be approved by the GSIS.