

(National Irrigation Administration)
Lungsod ng Quezon

MC #. 45, s. 1974

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS
AND STAFFS; CHIEFS OF DIVISIONS AND SECTIONS;
REGIONAL, PROVINCIAL AND PROJECT IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR
OFFICERS IN CHARGE OF IRRIGATION SYSTEMS/OFFICES
AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : Application for Retirement

It has been observed that many applications for retirement of employees from field offices are filed direct with the Government Service Insurance System, Manila, without coursing them thru the Central Office at Quezon City, thus necessitating their referral to the Central Office for proper indorsement and/or further compliance with certain requirements. This practice, instead of expediting retirement claims, results into undue delay in effecting payment for such claims. Attention is therefore invited to MC #48, s. 1968, pertinent portions of which are reproduced hereinbelow:

"It has been observed that applications for retirement submitted to this Office are either not properly accomplished or are lacking in supporting papers, thus necessitating their return to our Field Offices concerned for correction and/or further compliance with other requirements. Needless to say, valuable time is oftentimes wasted before the retirement papers can be processed in this Office.

It is therefore earnestly requested that all the data called for in the application form be furnished and that the same be carefully reviewed as to accuracy, especially with regard to service records; last day of service; and effective date of retirement. All approved leaves of absences without pay should be indicated in the service record. Pre-war services should be verified and supported by joint affidavits of at least two (2) credible disinterested persons.

Birth certificates should be submitted in addition to the supporting papers called for in the application form itself.

With regard to applications for optional retirement, the conditions stated in Memorandum Circular No. 133, dated October 16, 1967, of the Office of the President, copy attached, should be satisfied otherwise no favorable action should be taken thereon. With regard to condition No. 2 specified in the said


Memorandum Circular of Malacañang, it is informed that the required medical certificate accomplished by a government physician should clearly state whether the applicant is physically incapacitated to render further service.

With regard to claims for automatic retirement benefits, it is desired that such claims be submitted to this Office before the effective date of retirement so that same may be approved by the proper authorities at about the time and date of retirement.

All retirement applications when received by this Office should be in quadruplicate."

It is hereby stated that this Memorandum Circular is still in force.

Strict compliance is enjoined.


ALFREDO L. JUINIO
Administrator

September 20, 1974