

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

No. MC # 19, S. 1976

MEMORANDUM CIRCULAR

T O : THE 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 : Submission of Retirement Applications Under CA 186, as Amended, by Prospective Retirees and Endorsing Officials Sixty (60) Days Prior to Date of Retirement as per GSIS Memorandum Circular No. 183-75.

Quoted hereunder in full is GSIS Memorandum Circular No. 183-75 dated November 7, 1975 the strict and faithful compliance of which is urgently enjoined by the System under its Memorandum Circular No. 184-76 dated February 20, 1976.

"Republika ng Pilipinas
PASEGURUNIAN NG MGA NAGLITINGKOD SA PAMAHALAAN
(Government Service Insurance System)
Maynila 2801

November 7, 1975

MEMORANDUM CIRCULAR NO. 183-75

T O : ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICES, MANAGING HEADS OF GOVERNMENT OWNED OR CONTROLLED CORPORATIONS, AND OTHERS CONCERNED

SUBJECT : Submission of Retirement Applications under CA 186 as Amended, by Prospective Retirees and Endorsing Officials Sixty (60) Days Prior to Date of Retirement

In order to enable the Government Service Insurance System to effect the payment, right on the date of retirement, of the lump sum or the initial monthly annuity check to retirees under CA 186, as amended, all prospective retirees and endorsing officials are hereby urged to submit to the GSIS the retirement applications including all pertinent requirements at least SIXTY (60) days before the effective date of retirement under said Act. This is to afford the GSIS sufficient time to process, adjudicate, and compute the retirement claims on or before the actual date of retirement.

All employers should endeavor to clear all accountabilities of their retiring employees on or before the date of retirement. The GSIS will pay the proceeds in full on or after the date of retirement unless the GSIS receives beforehand a court order or an authorization from the retiring employee allowing the GSIS to deduct from the proceeds of his retirement benefits the amount of his accountabilities and to remit the same to his employer.

It is recognized that it may not be practicable to apply the beneficial effects of this circular to all prospective retirees, particularly accountable and bonded officials and employees, whose final accountabilities may not be determinable prior to the date of retirement.

day of actual service. However, all employers are hereby encouraged to apply this circular for the benefit of as many of their retiring employees as possible.

The provisions of any previous circulars of this Office which are inconsistent herewith are hereby superseded.

(SGD.) ROMAN A. CRUZ, JR.
General Manager"

It is directed that in the submission of applications for retirement to the GSIS, Manila the following guidelines should be strictly observed:

- I. Applications for retirement under RA 660 which are payable by the GSIS and originating from NIA Regional Offices or Special Projects should be forwarded to the GSIS, Manila through the GSIS regional office under whose jurisdiction the NIA Regional Office or Special Project concerned falls, furnishing the NIA Central Office, Quezon City with certified copies of such papers for clearance and records purposes.

The NIA Central Office in turn will furnish the field office concerned with a certified copy of the approved central office clearance. For this purpose, the field clearance duly approved by the Regional Irrigation Director/Project Manager and noted by the Regional Auditor should be received by the Central Office at least 30 days before the effective date of retirement.

The following types of retirement application under RA 660 should be endorsed as indicated above:

- a. Applications for optional retirement upon completion of 30 years of creditable service, the last 3 years of which must be continuous, and attainment of 57 years of age. Optional retirement at other ages may be allowed provided an employee has at least the required number of years of total creditable service as indicated in this table:

Optional Retirement at Age X with at least N
Years of Service

X -	52/53/54/55/56/57/58/59/60/61/62/63/64/65
N -	35/34/33/32/31/30/28/26/24/22/20/18/16/15

- b. Applications for Automatic and Compulsory Retirement upon attaining age 65 years and completion of at least 15 years of service, the last 3 years of which must be continuous. If the employee lacks this required 15 years of service, or if the last 3 years is not continuous, he shall be allowed to continue in the service until he shall have completed the required length of service, provided he is pronounced as physically fit to perform his duties satisfactorily by the NIA Clinic Physician or a government doctor.
- c. Applications for Disability Retirement upon becoming permanently and totally disabled and the services are no longer desirable with at least 15 years of service. In case of disability retirement, the last 3 years of service need not be continuous.
- d. Thirty years service regardless of age- An employee may be retired after having rendered a total creditable service of at least 30 years regardless of age.

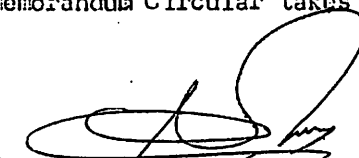
II. Applications for Gratuity Retirement (Payable by NIA) under CA 186, as amended by RA 1616, and further amended by RA 4968 should be forwarded to the NIA Central Office, Quezon City for approval. The NIA Central Office will in turn indorse said retirement applications to the GSIS, Manila through its Regional Office concerned. The following types of application for gratuity retirement fall under this category:

- a. Application for Survivor's Benefit under Section 11(b) upon death before becoming eligible for retirement under RA 660, with at least five years of service and the death is not due to the employee's own misconduct, gross negligence, intemperate use of drugs or alcoholic liquor, or vicious immoral habits.

If on his death the employee is eligible for retirement, the application will be for automatic retirement annuity or the annuity previously chosen by him, in which case the application will be sent direct to the GSIS furnishing the Central Office with copies of the papers.

- b. Application for Disability Benefits under Section 11(c) - Upon becoming permanently and totally disabled and his services are no longer desirable, with at least 5 years of service, provided that his disability is not due to his own misconduct, gross negligence, intemperate use of drugs or alcoholic liquor, or vicious or immoral habits.
- c. Application for retirement under Section 12(c) - allowed to any official or employee regardless of age and employment status, who has rendered a total of at least twenty years of service, the last three years of which are continuous.

All Memorandum Circulars inconsistent herewith are hereby modified and/or amended accordingly. This Memorandum Circular takes effect immediately.


FOR ALFREDO L. JUINIO
Administrator

21
March ~~10~~, 1976