

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

MC No. 16, s. 1992

MEMORANDUM CIRCULAR

T O : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATIONS/PROJECT MANAGERS, IRRIGATION SUPERINTENDENTS,
PROVINCIAL IRRIGATION ENGINEERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Increased Authority of Field Offices to Approve
Application for Retirement, Terminal Leave and
Payment of Corresponding Benefits

In line with the decentralization policy of this Agency and pursuant to BR # 6146-92, the RIM/OM/PM is hereby authorized to approve applications for retirement, terminal leave and payment of corresponding benefits payable from the budget allocation of the Office. This procedure is practical not only for the Central Office but especially for the field offices and employees. Field retirees need not come to Central Office anymore, so they save time and expense. Further this procedure is also logical as the GSIS offices have already been decentralized.

The following guidelines are established for the implementation of this authority.

- 1) Every January the Administrative Officer of the region/MARIIS/UPRIIS/project shall officially inform in writing all employees who are 64 years old, of the date of their compulsory retirement and the requirements for processing their applications. See attached sample for this purpose.
- 2) The Administrative Officer shall indicate the computation and enumeration of benefits under RA 1616, 660 and PD 1146 at the back of the memo, including the office recommendation and the reason/s therefor. If necessary he shall consult the local GSIS office for the computation of the retiree's benefits under RA 660 and PD 1146.
- 3) The Administrative Officer shall advise the retiree on the possible date of release of his check from the Office or the GSIS as the case may be and assist the retiree if any unreasonable delay occurs.

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- 4) The office concerned shall relieve all retiring accountable officers, such as cashiers, SDOs, collecting officers and property officers of their duties and assign them other tasks, four (4) months before actual retirement date to give them sufficient time to reconcile their accountabilities. It is understood that these accountable officers have strictly observed MC #6, s. 84 on annual reconciliation of accountabilities.
- 5) Due to the precarious financial situation of the NIA, and until further notice, RA 1616 as a mode of retirement wherein the Agency pays all benefits, shall be allowed only in the following general cases and based on the following priorities:
 - a) compulsory retirement at age 65 years;
 - b) physical/mental disability as certified by a government physician;
 - c) death of the employee at any age;
 - d) compulsory separation as approved by the Administrator, due to special cases such as turnover of DT sections to IAs and reduction of irrigable areas of systems affected by natural calamities;
 - e) optional retirement approved by the Administrator before February 28, 1992.

Applications for retirement under RA 660 or PD 1146 regardless of age can be processed anytime and approved at the discretion of the Chief of Office.

All approved applications shall be forwarded to the GSIS branch office for adjudication and final approval.

- 6) In the first quarter of the calendar year the Central Office shall release in full the approved budget allocation of the field office for this purpose. The field office shall prioritize payments in accordance with #5 above. Balance from this budget allocation for a given year shall be treated as savings and added to the budgetary allocation for the following year. It may not be realigned for any other purpose.
- 7) A report on applications approved and paid shall be submitted to the undersigned, attention: Personnel & Records Management Department, not later than the 10th day of the month following the quarter. See attached Annex B.

This MC takes effect immediately and supersedes in whole or in part any provision of MC #35, s. 1991 and existing issuances that contradict the above.

For strict compliance.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

February 25, 1992

Letterhead of Field Office

(Date) _____

TO : _____

Per records of this Office you shall be 65 years old on _____ . In order to expedite processing of your application for retirement you are advised to submit to the undersigned the following papers in four (4) copies each, duly signed or authenticated, at least two (2) months before your actual date of retirement or not later than _____ .

1. Application for retirement approved by the RM/OM/PM.
2. Office clearance from property, financial and work accountability.
3. Service record signed by the Chief, Personnel & Records Section.
4. Certification by the Administrative Officer that no administrative case is pending against you.
5. Statement of Assets & Liabilities for the year _____ .
6. Copy of your latest appointment/salary adjustment to be furnished by the Chief, Personnel & Records Section.
7. Last salary paid to you, certified by the cashier/disbursing officer.
8. Clearance from the fiscal in your place of residence & work.
9. Clearance from the Office of the Ombudsman, pursuant to MC # _____ . S. _____ .

Please go over the computation of the benefits due you under existing laws shown at the back of this page. Choose the benefits most advantageous to you and return the stub below duly filled together with all the requirements mentioned above, not later than _____ .

For the RIM/OM:

Administrative Officer

The Regional Irrigation Manager
Region _____

Attention: The Administrative Officer

I hereby apply for retirement benefits under RA _____ .
Attached are the requirements called for in your memo dated _____ .

Signature of Retiree over
printed name

(Date)

Position Title

