



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Batubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC NO. 33 S. 2006

**MEMORANDUM CIRCULAR**

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT  
ADMINISTRATORS, DEPARTMENT / REGIONAL /  
OPERATIONS / PROJECT MANAGERS, PROVINCIAL  
IRRIGATION OFFICERS, IRRIGATION  
SUPERINTENDENTS AND OTHERS CONCERNED

SUBJECT : DBM CIRCULAR LETTER ON PROCESSING OF GSIS  
BENEFITS

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Enclosed for your information and guidance is a copy of the Department of Budget and Management Circular Letter No 2006-10 dated June 26, 2006 re "Processing of Retirement/Separation/Unemployment Benefits by the Government Service Insurance System (GSIS)."

  
BALTAZAR H. USIS  
Administrator

Aug 15, 2006



REPUBLIC OF THE PHILIPPINES  
**Department of Budget and Management**  
Building 1, General Solano Street, San Miguel, Manila

**CIRCULAR LETTER**

**No. 2006-10**  
**June 26, 2006**

**TO: HEADS OF DEPARTMENTS AND AGENCIES OF THE EXECUTIVE BRANCH, INCLUDING GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS (GOCCs), GOVERNMENT FINANCIAL INSTITUTIONS (GFIs), AND ALL OTHERS CONCERNED**

**SUBJECT: PROCESSING OF RETIREMENT/SEPARATION/ UNEMPLOYMENT BENEFITS BY THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**

**1.0 Purpose**

As part of the ongoing effort to implement the Rationalization Program as mandated under EO 366 dated 04 October 2004, the Department of Budget and Management (DBM) and the Civil Service Commission (CSC) have forged an agreement with the GSIS to ensure that personnel who may be affected by the rationalization effort, and would opt for retirement/separation, would receive his/her retirement/separation/unemployment benefits on the day of his/her retirement/separation.

This Circular Letter is therefore being issued to:

- 1.1 Remind all Departments/Agencies/GOCCs/GFIs to reconcile with the GSIS the records of those personnel who may be affected by the Program, and who would opt for retirement/separation, prior to their date of retirement/separation; and
- 1.2 Inform them of the pertinent guidelines in the processing of retirement/separation/unemployment benefits by the GSIS.

**2.0 Policy Guidelines**

- 2.1 All Department/Agency Heads are reminded to submit to the GSIS the following documents to ensure that employees who may be affected would receive the benefit package from the GSIS on the day of his/her retirement/separation:
  - a.1 *Before the submission of the Rationalization Plan to the DBM for the reconciliation of employee records as provided for under DBM*

**Circular Letter No. 2004-05 dated 05 March 2004 (Premium Payments of Government Employees to the GSIS)**

• **Duly certified and updated Service Record** showing the actual services rendered by an employee, to serve as basis of the GSIS in computing the life and retirement premiums due and the Record of Creditable Service for the purpose of paying the corresponding retirement/separation/unemployment benefits; and

• **Record of consolidated remittances** of the premium contributions and loan repayments to the GSIS as reference for reconciling the items in the records of employees.

a.2. **Upon approval of the Rationalization Plan by the DBM** for the processing of the benefit package by the GSIS.

Appropriate application form(s) for the processing of GSIS retirement/separation/unemployment benefits to be properly accomplished by the employee and duly approved by the Department Secretary/Agency Head concerned **at least thirty (30) days** prior to the date of the employee's retirement/separation.

2.2. In case of unreconciled records, the GSIS may likewise process the applications for retirement/separation/unemployment benefit forwarded by the Departments/Agencies concerned, subject to adjustment of the proceeds thereof once the reconciliation process shall have been completed.

**3.0 Responsibility Clause**

It shall be the responsibility of the Department Secretaries and equivalent Agency Heads to strictly implement the provisions of this Circular Letter.

**4.0 Applicability Clause**

The provisions of this Circular Letter shall be applicable until revoked.

**5.0 Effectivity**

This Circular Letter shall take effect immediately.

**ROLANDO G. ANDAYA, JR.**  
Secretary