

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

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OUR REFERENCE:

MC No. 43, s. 2011


MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR, ACTING DEPUTY ADMINISTRATORS, DEPARTMENT/ REGIONAL/ OPERATIONS/ PROJECT MANAGERS, DIVISION MANAGERS AND OTHERS CONCERNED

SUBJECT: Revised Government Service Insurance System (GSIS) Application Form for Retirement and Other Social Insurance Benefits

The GSIS has revised its form for retirement application and other social insurance benefits. In view thereof, future retirees are advised to use the new form when applying for GSIS retirement benefits which could be secured at Human Resources Division (HRD), Administrative Department Attn. Ms. Julieta I. Esporlas or downloaded at www.gsis.gov.ph.

For your Information and guidance.


ANTONIO S. NANGEL
Acting Administrator

August 18, 2011

APPLICATION FOR RETIREMENT AND OTHER SOCIAL INSURANCE BENEFITS

(Please read instructions at the back)

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative and/or criminal action.

Date _____

THE PRESIDENT & GENERAL MANAGER
Government Service Insurance System
Financial Center, Roxas Blvd., Pasay City 1308

Sir:

I have the honor to apply for:

Latest 1x1 Picture
(within the last 3
months)

[] **Retirement benefits** under the retirement mode marked below, effective _____

Please indicate if you will avail of the Portability Law: () NO () YES, (if yes, please accomplish also the Application Form for Portability Law)

Under RA 660	() Below age 60, monthly annuity	
	() Aged 60 to below 63, 3 year lump sum, 2 years balance payable on the 63 rd birthday; monthly annuity after the 5 year guaranteed period	
	() Aged 63 and above, 5-year lump sum, monthly annuity after the 5-year guaranteed period	
Under PD 1146	Old-Age Benefits:	() Monthly annuity () Lump sum of 60 x Basic Monthly Pension (BMP), and BMP after 5 years
Under RA 8291	Retirement Benefits:	OPTION 1: () Lump sum of 60 months x BMP, and monthly pension after 5 years
		OPTION 2: () Cash benefit of 18 months x BMP and monthly pension starting on the month immediately following the date of retirement
Under RA 1616	() Refund of Retirement Premiums	

If you opted to retire under a retirement scheme with an immediate pension, you are qualified to avail of the **Choice of Loan Amortization Schedule for Pensioners (CLASP)**. The remaining balance of your outstanding obligation shall be restructured as a loan with an interest rate of 10% per annum compounded annually (paca). Please indicate your choices below.

Please deduct from the proceeds of my retirement benefit the amount equivalent to: _____ (please choose among the following: a) 100%; b) 75%; c) 50%; or d) 25%), as payment for my outstanding obligations with the GSIS. The balance shall be deducted from my monthly pension in equal installments for a period of _____ (please choose among the following: a) 1 year; b) 2 years; or c) 3 years).

[] **Separation Benefits**

[] **Unemployment Benefits**

(See back portion of this form for Eligibility Requirements and Conditions for Retirement, Separation/Unemployment Benefits)

[] **Cash Surrender/Termination Value** in view of, my: [] resignation [] retirement [] separation from the government service on _____, State other reason/s: _____

[] **Maturity Value**

It is understood that the entire outstanding balance of my policy loan as well as the arrearages and balances of my other loans and accountabilities with the GSIS which are due and demandable shall be deducted from the said benefit pursuant to RA 8291 and the existing policies of the GSIS.

For the information of the System, I hereby declare to the best of my knowledge the following:

*Last Name	*First Name	*Middle Name	*GSIS ID No.
*Date of Birth:	Place of Birth:	Civil Status: [] Married [] Single [] Separated [] Widow	
*Residence/Mailing Address:	Contact No.	*Cellphone No.	

***Mandatory Field**

For those applying for Retirement benefits only:

- [] I have not availed of benefits under other law/s similar to the claim covered by this application for _____ (retirement, separation, etc.) benefits under RA 8291; or
- [] I have availed of _____ benefits under _____, which are similar to the benefits covered by this application for _____ (retirement, separation, etc.) benefits under RA 8291, in the amount of ₱ _____.

Very truly yours,

Right Thumbmark

Signature of Applicant over Printed Name

TO BE FILLED UP BY THE PERSONNEL OFFICER OF THE AGENCY

The undersigned hereby certifies that M _____, an employee of this office and who has not reached the compulsory age of retirement, [] who is in active status **has filed for maturity benefits** [] **resigned from this agency** [] **applied for Separation Benefit and has been separated from the service** [] **retired from the service** [] **has applied for unemployment benefit and has been involuntarily separated from the service** as a result of: [] abolition/reorganization of his office; [] abolition of his position in this agency, effective _____, and this office was duly informed of such.

I. RETIREMENT

A. ELIGIBILITY REQUIREMENTS

1. Member shall be entitled to the retirement benefit on condition that:

Under RA 660	1. He/She has been in the service on or before May 31, 1977; and,														
	2. He/She has met the age and service requirements as indicated below:														
	Age	52	53	54	55	56	57	58	59	60	61	62	63	64	65
	YCS	35	34	33	32	31	30	28	26	24	22	20	18	16	15
Under PD 1146	1. He/She has been in the service as of May 31, 1977;														
	2. He/She has rendered at least fifteen (15) years of service in the government;														
	3. He/She is at least sixty (60) years of age at the time of retirement; and,														
	4. He/She is separated from the service.														
Under RA 8291	1. He/She has been in the service as of June 24, 1997;														
	2. He/She has rendered at least fifteen (15) years of service in the government;														
	3. He/She is at least sixty (60) years of age at the time of retirement; and,														
	4. He/She is not receiving a monthly pension benefit due to permanent total disability.														
Under RA 1616	1. He/She has been in the service on or before May 31, 1977;														
	2. He/She must have at least sixty (60) years of age at the time of retirement; and,														
	3. He/She must have at least twenty (20) years of creditable service in the government.														

2. Request for conversion from one mode of retirement to another shall not be allowed.
 3. The retirement proceeds shall at all time be subject to deduction for any outstanding indebtedness the member may have incurred with the GSIS (Section 39, RA 8291 otherwise known as the GSIS Retirement Law).

B. CONDITIONS FOR RECEIPT OF MONTHLY PENSION

After the 5-year guaranteed period - RA 660 / RA 8291; Future payment (Upon reaching age 60) - PD 1146 / RA 8291

The retiree is required to personally appear at the GSIS Office nearest his/her place of residence. He/She shall be required to fill up a *request for commencement of pension* form and afterwards enroll for the GSIS UMID-Compliant eCARD/Non-CRN Kiosk transaction card. If the retiree is already enrolled and in possession of a GSIS UMID-Compliant eCard, he/she shall be required to enroll in the GVAPS and his/ her present role/status shall be tagged/changed accordingly.

II. SEPARATION

A. ENTITLEMENT TO SEPARATION BENEFITS (As provided for in Section XI of RA 8291)

A member who has accumulated a minimum of three (3) years creditable service shall be entitled to separation benefit upon resignation or separation under the following terms:

1. For member with at least three (3) years but less than fifteen (15):

A cash payment equivalent to one hundred percent (100%) of the average monthly compensation for every year of creditable service the member has paid contributions, but not less than Twelve Thousand Pesos (P12,000), payable upon reaching sixty (60) years of age or upon separation, whichever comes later.

2. For member with at least fifteen (15) years of service and less than sixty (60) years of age upon separation:

- a. A cash payment equivalent to eighteen (18) times the basic monthly pension, payable at the time of resignation or separation;
 b. An old-age pension benefit equal to the basic monthly pension, payable monthly for life upon reaching age 60.

B. PRESCRIPTIVE PERIOD FOR FILING OF SEPARATION BENEFIT

Application for separation benefits must be filed within 4 years from the date of separation as provided for under Sec. 28 of RA 8291.

III. RETIREMENT UNDER THE PORTABILITY LAW (RA 7699)

An Act instituting Limited Portability Scheme in the Social Security Insurance Systems by totalizing the Worker's Creditable Services or Contributions in each of the Systems.

IV. UNEMPLOYMENT BENEFIT

A. CONDITIONS FOR ENTITLEMENT

1. A member shall be entitled to the unemployment benefit in the form of monthly cash payments if all the conditions below are satisfied:

- 1.1 He/She was a permanent employee at the time of separation;
 1.2 His/Her separation was involuntary due to the abolition of his/her office or position resulting from reorganization; and,
 1.3 He/She has been paying the contributions specified under Rule 3.1 (a) for at least one (1) year prior to separation.

2. A member who has rendered at least 15 years of service will be entitled to the separation benefits described in Rule VI, instead of unemployment benefit.

3. Application for unemployment benefit must be filed within 4 years from the date of unemployment as provided for under Sec. 28, RA 8291.

B. AMOUNT, DURATION AND PAYMENT OF BENEFIT

1. Unemployment benefits in the form of monthly cash payments equivalent to fifty percent (50%) of the average monthly compensation shall be paid to permanent employee who is involuntarily separated from the service due to the abolition of his office or position usually resulting from reorganization; *Provided*, that he/she has been paying integrated contributions for at least one (1) year prior to separation. *Unemployment benefit shall be paid in accordance with the following schedule:*

Contribution Made	Benefit Duration
1 year but less than 3 years	2 months
3 or more years but less than 6 years	3 months
6 or more years but less than 9 years	4 months
9 or more years but less than 11 years	5 months
11 or more years but less than 15 years	6 months

2. Those entitled to more than two (2) months of Unemployment Benefits shall initially receive two (2) monthly payments. A seven-day waiting period shall be imposed on succeeding monthly payments to determine whether the separated member has found gainful employment either in the public or private sector. In this regard, the member is required to immediately notify the GSIS at anytime he/she finds gainful employment or reenters the salaried workforce within the period of the benefit. If the member fails to report to GSIS his/her reemployment and continues to illegally receive the benefit, administrative and/or criminal action shall be instituted by the GSIS against the member.

3. All accumulated unemployment benefits paid to the employee during his/her entire membership with the GSIS shall be deducted from the separation benefits to which the member may be entitled to upon his voluntary resignation or separation.