



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 DECS Complex, Manila Avenue
 Pasig City, Philippines



Sabia-Sama
 sa DECS

Tatagapang ng Kalihim
Office of the Secretary

October 1, 1997

DECS ORDER
No. 71, s. 1997

**PROCESSING AND ADJUDICATION OF RETIREMENT CLAIMS UNDER
 SEC. 12 (C) OF R.A. NO. 1616, AS FURTHER AMENDED BY R.A. NO. 4968**

To: Undersecretaries
 Assistant Secretaries
 Bureau/Center/Cultural Agency Directors
 Regional Directors
 Schools Superintendents
 Directors of Services/Centers and Heads of Units

1. For the information and guidance of all concerned, inclosed is a copy of GSIS Memorandum Circular No. 3-97 dated July 7, 1997, on the processing and adjudication of retirement claims under Sec. 12 (c) of R.A. 1616, as further amended by R.A. 4968.

2. With the implementation of the provisions of R.A. 8291 also known as the GSIS Act of 1997 which took effect on June 24, 1997, specifically Sec. 49 (b) thereof which provides:

"(b) The GSIS shall discontinue the processing and adjudication of retirement claims under R.A. No. 1616 except refund of retirement premium and R.A. No. 910. Instead, all agencies concerned shall process and pay the gratuities of their employees."

DECS Regional Offices concerned shall henceforth have the responsibility in the processing of applications for retirement under R.A. 1616 as amended of their employees, and in the computation of retirement benefits and the payment thereof.

3. With dissemination of this Memorandum is desired.

R. T. Gloria
RICARDO T. GLORIA
 SECRETARY

incl.

As stated

Reference:

DECS Memorandum No. 282, s. 1994

Allotment: 1- (D.O. 50-97)

To be indicated in the Perpetual index
under the following subjects:

BUREAUS & OFFICES
EMPLOYEES
LEGISLATION
OFFICIALS
RETIREMENT



PASEGURAHAN NG MGA NAGULINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
Financial Center, Pasay City, Metro Manila 1300

7 July 1997

MEMORANDUM CIRCULAR NO. 3-97

TO: All Heads of Departments and Agencies, Chiefs of Bureaus and Offices, Heads of Government-Owned or Controlled Corporations, State Universities and Colleges, Governors, Mayors and Officers Concerned

SUBJECT: Processing and Adjudication of Retirement Claims under Sec. 12 (c) of RA 1616, as further amended by RA 4968

Under the provisions of RA 8291 also known as the GSIS Act of 1997 which took effect June 24, 1997, the processing and adjudication of retirement applications under Sec. 12 (c) of RA 1616, as amended by RA 4968, shall be discontinued by the GSIS. The agencies concerned shall process and pay the gratuities of their employees under RA 1616 subject to GSIS clearance.

To implement this particular provision of RA 8291, the GSIS shall assist the agencies concerned to gain the expertise in the processing and adjudication of retirement claims under RA 1616.

Any official or employee, appointive or elective, regardless of age and employment status is eligible to retire under Sec. 12 (c) of RA 1616 as amended by RA 4968 subject to the following conditions -


1. must have rendered service prior to June 1, 1977 (effectivity of PD 1146);
2. at least 20 yrs. of service in the aggregate;
3. last 3 yrs. of service must be continuous, meaning, no separation or leave of absence without pay of more than 1 yr. within the last 3-years of service; and
4. gratuity to be computed based on the highest salary received.

Stated below is the formula & sample for computing gratuity benefits:

$$\text{Amount of Gratuity} = \text{Gratuity Months} \times \text{Highest Salary received}$$

A copy of the approval together with the service record shall be forwarded to the GSIS in order to effect the refund the soonest possible time.

Please be guided accordingly.



CESAR N. BARINO
President and General Manager

