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Office of the President

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MEMORANDUM CIRCULAR NO. 51

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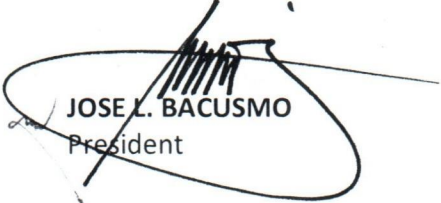
T O: All Concerned

R E: Implementing Rules and Regulations of Republic Act No. 10154, otherwise known as An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees

The Civil Service Commission issued Memorandum Circular No. 7, Series of 2013 disseminating the provisions of the Implementing Rules and Regulations of Republic Act No. 10154, otherwise known as An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees.

Attached is an excerpt of Sections 8 (Responsibilities of Employer-Agency) & 9 (Responsibilities of Retiring Employees) of Rule IV of the above-mentioned IRR for the information and guidance of all faculty and staff concerned.

Please be guided accordingly.


JOSE L. BACUSMO
President

RESPONSIBILITIES OF THE EMPLOYER-AGENCY AND RETIRING EMPLOYEES

Section 8. Responsibilities of Employer-Agency. The government agency where the employee will retire shall:

- a. Send the retiring employee a letter not later than one (1) year prior to the effectivity date of his/her retirement, informing him/her to submit his/her expression of intent to retire as provided under Section 9 hereof, and notifying him/her to submit the necessary requirements at least one hundred (100) days prior to the effectivity date of his/her retirement.

If discrepancy in the retiree's personal records was noted, the notice shall also include an advice to the retiree to make the necessary request for correction of personal information in the records of the Civil Service Commission (CSC) in accordance with existing rules of the CSC.

Moreover, the employer-agency shall compute the retiree's total number of accumulated years of government service. Should the same be less than fifteen (15) years at the retiree's expected date of retirement, the retiree shall be informed that he/she may request directly before the CSC for the extension of his/her service. For this purpose, the extension of service shall in no case exceed one (1) year and shall be subject to existing civil service laws, rules and regulations.

- b. Upon submission of an employee's written intent to retire, provide the retiring employee with the retirement application form, with the accompanying checklist of all the requirements for retirement purposes;
- c. Upon submission of the requirements, the date of such submission shall be stamp marked on the corresponding item in the retirement application form in clear bold marks, countersigned by the proper receiving and validating employee;

- e. Process the application for retirement, compute the appropriate retirement benefits, and verify the authenticity, accuracy and consistency of the data contained in the documents submitted;
- f. Not later than ninety (90) days prior to the actual date of retirement, endorse to GSIS, Department of Budget and Management (DBM) and other concerned agencies the request of the retiring employee together with the complete set of documentary requirements.

In addition, the employer-agency shall submit to the DBM a list of its officials and employees who shall compulsorily retire in the next succeeding fiscal year for the latter's incorporation in the proposed budget;

- g. National government agencies or those requesting for subsidy from the national government shall accomplish and submit to DBM the list of mandatory retirees for the succeeding year; and
- h. Upon receipt of the required funds from the DBM, record and release such funds to the retiring employee within the period prescribed under Section 5.

Section 9. Responsibilities of Retiring Employees. The retiring employee shall:

- a. Submit a written expression of intent to retire indicating the desired date of retirement and the retirement package he/she intends to avail at least one hundred twenty (120) days prior to his/her actual retirement date; and
- b. Submit the complete documentary requirements prescribed by the employer-agency not later than one hundred (100) days prior to the actual/intended date of retirement.