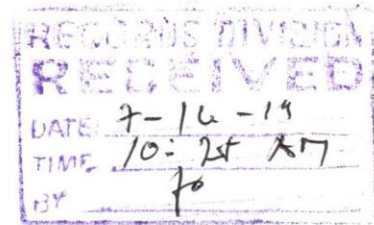




15 July 2019

**MEMORANDUM NO.** 283  
Series of 2019




**T O:** All Concerned

**R E:** Submission of Expression to Retire

Please be informed that as provided for in MC No. 7, s. of 2013, retirees are required to submit expression to retire within one (year) prior to the effectivity date of retirement. This will give enough time to the agency to facilitate correction of retiree's personal records and other concerns relative to retirement.

As likewise provided in the above-mentioned circular, necessary documents to support application for retirement should be submitted to ODAHRD to give enough time to finalize reconciliation of GSIS records for retirement pay purposes. This will also facilitate compliance with reporting requirements of the Civil Service Commission and the Office of the Ombudsman in lieu of the clearances required by these two offices.

For the information and guidance of all concerned.

*for*   
**EDGARDO E. TULIN**  
President *gjc*  
7/15/19

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