

T O: All Concerned

R E: Retirement Benefits

Quoted below are excerpts from Joint DBM-CSC Circular Letter No. 88-1, dated December 12, 1988:

1.0 PURPOSE

This Circular is issued to provide the rules and regulations for implementation of R.A. No. 6683 dated December 2, 1988, an Act providing benefits for early retirement and voluntary separation from the government service of civilian personnel as well as involuntary separation of civil service officers and employees pursuant to various Executive Orders authorizing government reorganization after the ratification of the 1987 Constitution, appropriating funds therefor, and for other purposes.

2.0 COVERAGE AND EXEMPTION

The provisions of R.A. No. 6683 shall apply to civilian officials and employees of the National Government, including government-owned and/or controlled corporations with original charters and local government units who voluntarily elect in writing to be retired or separated from government service and is accepted by the head of the agency/corporation/local government unit concerned.

2.1 Benefits herein prescribed shall apply to all regular and temporary personnel of the National Government with appointment papers approved by the Civil Service Commission (CSC) and position duly classified and salary rate certified by the Department of Budget and Management (DBM), who have rendered at least a total of two (2) years of satisfactory service as of the date of separation/retirement. In the case of casual and emergency personnel, it shall be based on agency records provided their positions are classified by the DBM.

3.0 BENEFITS AUTHORIZED UNDER R.A. NO. 6683

Benefits that can be availed of by officials and employees who will elect to retire or be separated from government service under this Plan shall be as follows:

3.1 Early Retirement and Voluntary Separation Benefits:

Equivalent to one and one-fourth (1-1/4) months basic salary for every year of respective government services or the equivalent nearest fraction thereof favorable to availing officials and employees on the basis of the highest salary received in the course of their employment in the government in effect at the date of filing, but in no case shall the benefit to be paid to any official or employee be less than Ten Thousand Pesos (P10,000.00). Any appointive official and employee, however, who has previously been found guilty in any administrative proceeding and whose position or salary has been reduced in rank or in amount shall be paid on the basis of his last salary. Likewise, any appointive official and employee who is promoted after the effectivity of this Act shall be paid based on highest salary received prior to such promotion.



with interest earned pursuant to existing rules and regulations of the Government Service Insurance System.

- 3.3 Computation of unused vacation and sick leaves in accordance with existing rules and regulations on the matter.
- 3.4 An additional ten percent (10%) of the amount corresponding to what they will receive from the thirty-first (31st) year onward for those with thirty-one (31) years or more of government service.

#### 4.0 PERIOD OF APPLICABILITY

- 4.1 The Incentive Benefits for early retirement and voluntary separation shall be entertained only if filed within a period of two (2) months from the issuance of this Circular.
- 4.2 Applications may be filed either in the regional or central offices.

#### 5.0 RULES AND REGULATIONS

- 5.1 Application of those with pending administrative cases punishable by dismissal or removal and those with criminal cases of grave nature committed in relation to their office shall be both held in abeyance until the final disposition of such cases without prejudice to their receiving benefits under this law in case of acquittal.
- 5.2 Officials and employees qualified and are authorized to retire or be separated from government service by the head of office concerned shall be paid gratuity or separation benefits and additional benefits prescribed in Paragraph 4.0 above. The oldest employees who are the most senior in the service will be given priority in the payment of benefits. Any provision of law to the contrary notwithstanding, the only documents or supporting papers to be submitted by appointive officials and employees who wish to avail themselves of the benefits herein authorized are the following:
  - a) A duly approved application under oath for early retirement or voluntary separation in accordance with R.A. No. 6683, including a duly certified statement of the number of years of service in the government and the rate of highest salary received;
  - b) Money and property clearance from the agency concerned;
  - c) A simplified statement of assets and liabilities, networth, and financial and business interests in the case of regular employees; and
  - d) Certification by the head of office or his duly authorized representative that there is no pending administrative case and clearance from the Fiscal's Office that there is no pending criminal case against the employee.
- 5.3 Officials and employees who are retired or separated from government service under R.A. No. 6683 shall not be eligible for re-employment in the government whether on a permanent, temporary, casual, or emergency status within a period of five (5) years after separation unless they refund the benefits they have received. Those who will be re-employed in the government shall be treated as new entrants insofar as GSIS coverage is concerned.

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Commissioner

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