



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ

Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118



February 1, 2017


DIVISION MEMORANDUM

No. 25, s. 2017

TO : Division Office Personnel
Public Schools District Supervisors
Secondary School Principals / Integrated School Heads

DISSEMINATION OF REGIONAL ORDER No.08, s.2016 (REITERATION OF THE RULES AND REGULATIONS OF R.A. 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")

1. This is to reiterate Regional Order No. 08, s. 2016 with the above title, a copy of which is hereto attached.
2. Wide dissemination and compliance with the said Regional Order is enjoined.


MIGUEL MAC D. APOSIN, Ed.D.,CESO V
Schools Division Superintendent

Reference: Regional Order No. 08, s. 2016
RA No. 10154

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;

d. 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;

e. 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;

f. 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

g. 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.

x

x

x

4. The Schools Division Superintendent (SDS) are enjoined to ensure compliance of the aforementioned provisions and submit to this office the list of retirees in their respective division at least one hundred twenty (120) days before the effectivity of the retirees' retirement for the purpose of processing the Certificate of Last Payment (CLP), Provident Fund clearance and clearance as to Pendency/Non-Pendency of administrative case. This will facilitate the expeditious processing of retirees' application for retirement at the time it is received by the Regional Office.

5. Attached are the following annexes:

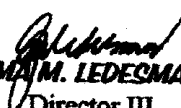
5.1 Annex 1 is the modified list of requirements for retirement.

5.2 Annex 2 is the modified format for transmitting to this office the application for retirement

5.3 Annex 3 is the template in submitting to DepED RO6 the list of retirees at least one hundred twenty (120) days before the effectivity of the retirees' retirement. The list must be submitted in three (3) copies. One copy for the Legal Unit for the purpose of verifying the pendency or non-pendency of administrative case(s). One copy for the Regional Payroll Services Unit for the purpose of Certificate of Last Payment and one copy for the Personnel Section for the purpose of Provident Fund Loan Clearance.

5.4 Annex 4 is the form to be executed by the Human Resource Management Officer/Personnel Officer in compliance with Civil Service Commission Resolution No. 1302242

6. Immediate wide dissemination and strict compliance of this Order is directed.


MA. GEMMA M. LEDESMA, CESO V
Director III
OIC-Office of the Regional Director

Incls:

As stated

Reference: R.A. No. 10154

CSC Resolution No. 1300237 dated January 30, 2013

CSC Resolution No. 1302242 dated October 01, 2013

DepED R.O. No. 07, s. 2013

DepED R.O. No. 11, s. 2013

Allotment: 1 (R.O. 12, s. 1994)

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

Employees

Officials

Policy

Retirement

Annex 1
R.O. # _____ s. 2016
Dated _____

Republic of the Philippines
Department of Education
Region 6

LIST OF REQUIREMENTS FOR RETIREMENT

APPLICATION FOR RETIREMENT –GSIS (Properly filled-out) supported by the following:

- Letter of intent to retire
- Updated Service Records
- Notice of Step Increment, if any
- Copy of Clearance from Division Office pertaining to money and property accountability
- Declaration of pendency/non-pendency cases
- Certification of the HRMO pursuant to RO No.11, s. 2013 and CSC Res. No. 1302242.
- Certification regarding the filing of Statement of Assets, Liabilities and Networth (SALN) pursuant to RA 6713
- Latest Appointment
- Notice of Salary Adjustment under the Magna Carta for Public School Teachers (for teaching personnel)
- Provident Fund Clearance
- Certification of last day of payment/latest pay slip
- G.S.I.S. Clearance, if the retirement is under RA No. 1616

In case the employee is deceased, the following should be submitted:

APPLICATION FOR SURVIVORSHIP-GSIS (properly filled-out)

- Updated Service Records
- Notice of Step Increment, if any
- Copy of Clearance from Division Office pertaining to money and property accountability
- Certification regarding the filing of Statement of Assets, Liabilities and Networth (SALN) pursuant to RA 6713
- Latest Appointment
- Notice of Salary Adjustment under the Magna Carta for Public School Teachers (for teaching personnel)
- Provident Fund Clearance
- Certification of last day of payment/latest pay slip
- G.S.I.S. Clearance, if the application for retirement is under RA No. 1616
- Ombudsman Clearance
- Civil Service Clearance
- Birth Certificate of the Children, if deceased retiree has descendants.
- Marriage Contract
- Death Certificate
- Affidavit of relationship executed by the next of kins (ages of the children should be stated)
- Proofs of Surviving Legal Heirs

Additional requirement in case of Schools Division Superintendents:
Clearance issued by the DepEd Central Office

Additional requirement in the case of Public Health Workers at age 65:
NOSA under R.A. 7305 (Magna Carta for Public Health Workers)

NOTE: Please submit three (3) copies of the required documents
PHOTOCOPY MUST BE CERTIFIED AS TRUE COPY OF THE ORIGINAL

Annex 2
R.O. # _____ s. 2016
Dated _____

Republic of the Philippines
Department of Education
Division of _____

(Address)

Indorsement

(Date)

Respectfully forwarded to the Regional Director, Department of Education, Regional Office No. 6, Duran Street, Iloilo City, recommending approval of the application for retirement benefit of M _____, to
(Complete Name) (Position) (School/District)
take effect on _____.

It is hereby certified that:

1. The last day of actual service of Mr./Ms. _____ is on _____.
2. The applicant's accrued vacation and sick leave credits (if any): _____ days
3. The Human Resource Management Officer has submitted the name of the retiree to the Office of the Ombudsman and Civil Service Commission for verification of pendency of cases within the prescribed period as stated in Civil Service Commission Res. No. 1302242.
4. Applicant has no property and/or money accountability
5. Applicant has filed his/her statement of assets and liabilities for CY _____
6. The applicant
() has incurred leave of absence without pay from _____ to _____.
() has not incurred leave of absence without pay.
7. The applicant has fully paid his/her Provident Fund Loan in the Division Office.

Schools Division Superintendent/OIC- Schools Division Superintendent

Republic of the Philippines
Department of Education
Division of _____

LIST OF RETIREES INTENDING TO RETIRE FOR THE MONTH
OF _____ 20____

	NAME	POSITION	SCHOOL	DISTRICT	EFFECTIVITY
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

Prepared by: _____
(Signature over printed name)
(Position)

Submitted by:

Schools Division Superintendent/OIC- Schools Division Superintendent

Note: Must be submitted to the DepED RO6 in three (3) copies at least One Hundred Twenty (120) days before the effectivity of the employees' retirement

Annex 4
RO No. _____, s. 2016
Dated _____

Republic of the Philippines
Department of Education
Division of _____

(Address)

CERTIFICATION

This is to certify that I have submitted the name of
_____, to the Ombudsman and Civil Service

(Retiree)

Commission for verification of pendency of cases within one (1) month after
he/she has submitted his/her written expression of intent to retire pursuant to Civil
Service Commission Resolution No. 1302242 dated October 01, 2013.

Issued this _____ in _____.

HRMO