

DRN: III-FO-HRMDD-PAS-A-COMM-24-06-38430-S

MEMORANDUM

FOR : ALL DSWD FIELD OFFICE III EMPLOYEES CONCERNED

FROM : THE OIC – DIVISION CHIEF
Human Resource Management and Development Division

**SUBJECT : MEMO REITERATING THE GUIDELINES PRESCRIBING
THE DOCUMENTARY REQUIREMENTS AND
PROCEDURES IN PROCESSING/ PAYMENT OF
RETIREMENT BENEFITS OF GOVERNMENT EMPLOYEES**

DATE : 06 JUNE 2024

This memorandum is issued reiterating the Budget Circular No. 01, Series of 2013, entitled "Guidelines Prescribing the Documentary Requirements and Procedures in Processing/ Payment of Retirement Benefits of Government Employees" dated April 12, 2013.

In compliance with Republic Act (R.A.) No. 10154 and its Implementing Rules and Regulations (IRR), this memo stresses the following salient features of the said guidelines to ensure the prompt processing of retirement benefits:

1. **Submission Deadlines:**

- **At least 120 Days Prior:** Retiring employees must submit a written intent to retire.
- **At least 100 Days Prior:** Submission of all required documents by the retiring employee.
- **At least 90 Days Prior:** Employer-agency must:
 - Verify the completeness, authenticity, and accuracy of documents.
 - Stamp-mark the date of document submission.
 - Coordinate with agencies (e.g., GSIS, Ombudsman) for necessary clearances.
 - Submit the Special Budget Request (SBR) to DBM, including:
 - Checklist of Documentary Requirements (Annex A).
 - List of Actual Retirees to be Paid (LARP) (Annex B).

2. **Prioritization and Responsibilities:**

- Employer-agency must ensure all steps are completed within the prescribed period to facilitate the timely release of Terminal Leave (TL) and Retirement Gratuity (RG) benefits.

Your adherence to these guidelines is essential to comply with COA requirements and ensure timely processing and payment of retirement benefits.

For detailed understanding of the said guidelines please refer to the attached document. Should you have any concerns or issues regarding this issuance please feel free to contact the HRMDD – PAS via local number 129.

For your cooperation.

Thank you very much.



JENNIFER CAMPANG-MORALES