



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

Memorandum

To : All Administrative/Personnel/Budget Officers  
DENR Regional Offices and Staff Bureaus

From : The Undersecretary for Management and  
Technical Services

Subject : REQUIRED DOCUMENTATION IN SUPPORT OF THE  
SPECIAL BUDGET REQUESTS (SBR) for Release of Funds  
for Retirement Gratuity (RG) and Terminal Leave Benefits  
(TL) Claims

Date : February 3, 2004

This refers to the letter dated January 19, 2004 of Director Nora C. Oliveros, Budget and Management Bureau-E, Department of Budget and Management reiterating the required documentation to facilitate the processing of claims for the payment of retirement gratuity and/or terminal leave benefits (RG/TL) of retiring and/or retired employees.

The following documentation shall be completed as follows:

1. Revised Procedures in the Payment of Terminal Leave and Retirement Gratuity Benefits (see attached filled-up prescribed format)
  - 1.1 Name of retiree/s, grouped by optional or compulsory retirement modes;
  - 1.2 Position Title with item No. and organizational code where the position of the retiree is located (reference: Personal Services Information - Plantilla of Personnel/PSIPOP);
  - 1.3 Date of Birth, original appointment, effectivity of retirement;
  - 1.4 Computed amount of RG/TL benefits, deductions, if any and net amount; and
  - 1.5 Retirees' Current/Savings Account No. opened/maintained within the same GSB as that of the Agency, GSB Branch/Address.
2. Original copy of the Service Record certified by the Personnel Officer and/or Administrative Officer indicating the actual date of retirement;

The following checks shall be deducted in the preparation of the service record:


- 2.1 All the data on the salary and the step increments granted the retiree should be validated for consistency/compliance with the Salary Schedule per RA 6758;
- 2.2 Step Increments due to merit starting FY 1995 shall be excluded from the employee's computation for RG and TL benefits (AO 161 dated December 6, 1994);

3. **Statement of Leave Credits earned by the retiree for TL benefits claims, certified by the agency Personnel/Administrative Officer;**
4. **Copy of Medical Certificate for those terminally ill and/or afflicted with life threatening ailments, certified by the Administrative Officer;**
5. **In the case of a deceased retiree, Certified True Copy of Authenticated Death Certificate and copy of the decision of agency's legal office/adjudication board identifying the legal heirs of the deceased retiree;**
6. **In case where the retiree has outstanding accountabilities with government/private financial institutions, which shall be paid out of his retirement and terminal leave benefits, breakdown of these deductions shall be prepared and attached as a supporting schedule (Annex B) to the List of Actual Retirees form prescribed under Item No. 1 above.**
7. **GSIS approval for those retiring under RA 660 or approval of the Department/Agency Head for those availing of retirement benefits under RA 1616; and**
8. **Explanation for the delay in the filing of claims for payment of RG/TL for those who have retired two (2) more years ago.**

**The completeness of these documents will ensure the accuracy of information furnished the DBM and will facilitate the processing of claims for the payment of RG and TL of our retiring and/or retired employees.**

**Attached are samples of the a duly accomplished forms (Annex A and B) for your reference.**

**For information and guidance.**

  
**ROLANDO L. METIN**