

[DBM CIRCULAR LETTER NO. 99-4, February 09, 1999]

REVISED PROCEDURES IN THE PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS

1.0 The amounts specifically appropriated for Terminal Leave (TL) and Retirement Gratuity (RG) benefits under each agency/department in the annual General Appropriations Act shall be withheld. The release of the Special Allotment Release Order (SARO) pertinent thereto shall be subject to the submission of a Special Budget Request (SBR), supported by the following:

1.1 The list of actual retirees with their respective position title, the date of birth and date of the original appointment, the amount to be paid for each, the effective date of retirement, and, the respective current or savings account number opened/maintained with the same GSB as that of agency (format attached *);

1.2 GSIS approval for those retiring under R.A. No. 660 or approval of the Department/Agency Head for those availing of the retirement benefits under R.A. No. 1616. In the case of uniformed personnel under the Department of Interior and Local Government, approval by Agency Head is required while for the military personnel, approval should be by the Office of the President.

1.3 Statement of leave credits earned by the retiree for TL claims certified by the agency Personnel Officer.

2.0 In cases where the appropriations for TL/RG has been utilized during the first two (2) months of the 1st quarter of 1999, the amount corresponding to the appropriation utilized for the purpose shall be classified under the "Not Needing Clearance" column of the Agency Budget Matrix (ABM) and shall thus be deemed released to the agency. The balance of such appropriations shall be classified under the "Needing Clearance" column of the ABM.

3.0 DBM shall schedule the release of SAROs and NCAs for TL/RG on a monthly basis. The request for release of SARO/NCA for payment of TL/RG should be made one (1) month before the retirement date of the concerned employees.

4.0 Agencies may utilize any savings in its allotment for payment of these benefits subject to DBM approval if augmentation from another allotment class is involved.

5.0 In cases where the built-in appropriation of the agency for TL/RG has been fully released/utilized, additional requirements for the same shall be charged against the Miscellaneous Personnel Benefits Fund. The following supporting documents in addition to the supporting documents prescribed under items 1.1 to 1.3 shall be attached;