



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR NO. 018

TO : Heads of Bureaus, Commissions and
Offices attached to the DOJ
Regional/Provincial/City Prosecutors
Administrative Service, DOJ
All Other Concerned

SUBJECT: **GSIS MEMORANDUM CIRCULAR NO. 001-BR 47-18 SERIES OF 2018**

DATE : JUL 18 2018

Attached is a copy of GSIS Memorandum Circular No. 001-BR 47-18, Series of 2018 signed by Jesus Clint O. Aranas, President and General Manager, Government Service Insurance System (GSIS) with the subject entitled **“REVISED POLICY ALLOWING CHANGE IN RETIREMENT DATE, RETIREMENT MODE, AND RETIREMENT BENEFIT OPTION UNDER REPUBLIC ACT 8291 AND PRESIDENTIAL DECREE NO. 1146.”**

For information and guidance.

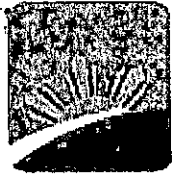
MENARDO I. GUEVARRA

Secretary

Department of Justice
C/O. 0201807193



Encl.: As stated.



GSIS Memorandum Circular No. 001-BR 47-18 Series of 2018

TO : HEADS OF CONSTITUTIONAL BODIES; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT UNITS; GOVERNMENT OWNED OR CONTROLLED CORPORATIONS; STATE UNIVERSITIES AND COLLEGES; AND ALL OTHER CONCERNED

SUBJECT : REVISED POLICY ALLOWING CHANGE IN RETIREMENT DATE, RETIREMENT MODE, AND RETIREMENT BENEFIT OPTION UNDER REPUBLIC ACT 8291 AND PRESIDENTIAL DECREE NO. 1146

The existing policy guidelines allowing change in retirement date, mode, and benefit option, as approved under Board Resolution No. 69 dated 11 June 2014, allow retired members under Republic Act (RA) 8291 to convert to any other GSIS retirement mode or change their retirement option (from *five-year lump sum and monthly pension after five years* to *18-month cash payment with immediate pension*, or vice versa) provided that the retirement proceeds have neither been credited to the member's bank account nor the retirement check received by the member or his/her authorized representative.

The policy, however, does not include retirees under Presidential Decree (PD) No. 1146.

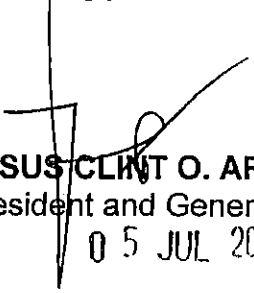
To ensure adherence to the constitutional guarantee of equal protection of the law and other applicable legal and regulatory requirements, the following revisions (underscored texts) in the existing policy guidelines on change in retirement date, retirement mode, and retirement benefit option shall be implemented effective 5 April 2018 per Board Resolution No. 47 dated 13 March 2018.

Under the revised policy, a member, after filing an application for retirement, may be allowed to request for conversion of retirement mode, change in retirement option, or change in retirement date, subject to the following conditions or requirements:

Request	Condition/Requirement
1. Conversion of retirement mode from RA 8291 to any other retirement mode administered by GSIS and vice versa;	a. The member has not yet been paid his/her retirement proceeds through any of the following means: 1. eCrediting to the member's bank account; 2. <u>Negotiation of the check either through bank deposit or encashment</u> by the member or his/her authorized representative.

	b. Submission of a written request to the GSIS branch office/department where the application was filed.
2. Change in retirement benefit option under RA 8291, from 18 months cash payment plus immediate pension, to 5-year lump sum, and vice versa	Same as item number 1.
3. <u>Change in retirement benefit option under PD1146, from 5-year lumpsum and pension at age 60 to immediate pension, and vice versa</u>	<u>Same as item number 1.</u>
4. Change in Retirement Date	a. Same as item number 1. b. The member has continued his/her government service, without gap or break in the service, from the original retirement date indicated in the application form that was used by the GSIS as the basis in processing the retirement benefits, up to the date when the member has finally chosen to retire or upon reaching the compulsory retirement age, whichever comes first.

Any policies, circulars, and other internal issuances containing provisions inconsistent with this guidelines are suspended, amended, and/or revised accordingly.


JESUS CLINT O. ARANAS
 President and General Manager

05 JUL 2018