



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

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414
DIVISION OF MALAYBALAY CITY

RELEASED

January 21, 2014

Date: 1/22/14 Time: 8:49 AM
By: [Signature]

MEMORANDUM

DISSEMINATION OF COMMUNICATION FOR TRANSMISSION DATED JAN. 16, 2014 WITH ATTACHED CMT 2014-002 RE: CLARIFICATION ON THE STATUS OF PERMANENT EMPLOYEES WHO CHOOSE RETIREMENT/SEPARATION OPTION UNDER EXECUTIVE ORDER (EO) 366 AFTER JANUARY 15, 2014

**TO : SDO Sub-CMT
SDO Help Desks and Database Managers
SDO Placement Team**

Eliseo Rara, Jr., Administrative Aide I
Thru: **Aurelio Tilanduca**
PSDS, Malaybalay City East District

Jesus Muring, Ed.D.
Principal II, Managok ES

John Jupiter Aguado, Security Guard
Thru: **Romil Jabonero**
Principal II, Malaybalay City Central School

Henrico Sabud, Administrative Aide I
Thru: **Benjamin Macario**
PSDS, Malaybalay City Central District

All Others Concerned
This Division

f: [Signature]
FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. Pursuant to the herein Communication for Transmission dated January 16, 2014, this Office hereby disseminates a copy of CMT 2014-002 *re: Clarification on the Status of Permanent Employees who Choose Retirement/Separation Option under Executive Order (EO) 66 after January 15, 2014*, which is self-explanatory.
2. For information and guidance of all concerned.

Encl.:
As stated

Copy furnished:
Records Section

TO BE POSTED IN THE WEBSITE



January 16, 2014

FOR TRANSMISSION

THE SCHOOLS DIVISION SUPERINTENDENTS/
OFFICERS IN-CHARGE
THIS REGION

TO ADDRESS THE INQUIRIES RAISED BY EMPLOYEES RELATIVE TO THE RETIREMENT/SEPARATION OPTION UNDER EO 366, ENCLOSED IS CMT 2014-002 RE: CLARIFICATION ON THE STATUS OF PERMANENT EMPLOYEES WHO CHOOSE THE RETIREMENT/SEPARATION OPTION UNDER EXECUTIVE ORDER (EO)366 AFTER JANUARY 15, 2014 FOR YOUR GUIDANCE.

FOR MORE CLARIFICATIONS, PLEASE CONTACT THE RP HELP DESK THROUGH ratplanhelpdesk@deped.gov.ph.

OIC-RD INGRID G. RACOMA

Sender:

INGRID G. RACOMA, Ph.D., CESO V
Schools Division Superintendent
OIC-Office of the Regional Director



MÉMORANDUM

CMT 2014-002

TO: UNDERSECRETARIES
ASSISTANT SECRETARIES
CENTRAL OFFICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT: CLARIFICATION ON THE STATUS OF PERMANENT
EMPLOYEES WHO CHOOSE RETIREMENT/SEPARATION
OPTION UNDER EXECUTIVE ORDER (EO) 366 AFTER
JANUARY 15, 2014

DATE: 15 January 2014

In reference to the Implementation of the approved DepED Rationalization Plan (RP), this office is issuing this clarification to address the inquiries raised by employees regarding the retirement/separation option under EO 366.

As a reiteration, the Department of Budget and Management (DBM) has allowed DepED a maximum of four (4) months to implement the approved DepED RP and "place its existing positions in the approved staffing pattern".

Permanent employees affected by the rationalization efforts have the option to remain or be separated from government service. As stated in DepED Order 53, s.2013, the affected employees were given two (2) months from the date of approval to submit their preferred option. If the employee wishes to retire/be separated, the effective date of retirement/separation shall still be January 15, 2014.

Given these parameters, DepED shall implement the following as guidelines:

1. As a reminder, permanent employees who choose the retirement/separation option under EO 366 have until January 15, 2014 to signify their intent to retire/be separated from government service through the submission of their reply form/s;
2. These employees may be allowed to continue reporting for work and "receive their salaries until such time that the GSIS and the government shall have given them their respective retirement/separation/unemployment benefits and



OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

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incentives", as stated in Section 14 in the Implementing Rules and Regulations of EO 366, on the condition that these employees continue to be productive and do work assigned by their respective heads of offices. The salaries starting January 15, 2014 shall be paid by DepED under GAA-PS fund, with the following provisions:

- a. Services rendered shall not be included in the computation of EO 366 incentives and terminal leave benefits;
 - b. Employees' shares for GSIS premium shall no longer be deducted from the salaries of the employees;
 - c. Other deductions for mandatory contributions (except GSIS) and for their personal loans, whether from government or private agencies, including Provident Fund, shall continue subject to the existing rules and regulations;
 - d. Employees shall continue to receive other benefits and allowances given to government personnel (i.e. PERA, RATA) subject to existing government rules and regulations;
3. Said employees shall use this period for transition to ensure the completion of deliverables and/or turnover of responsibilities and accountabilities to their immediate supervisor. They may also participate in the Employee Career Assistance Program (ECAP), which shall be made available to all personnel;
4. Submission of the DepEd clearance form and other documentary requirements by employees who have opted to retire/be separated shall be within 15 days from the time the decision to retire/separate had been submitted to Management
- a. For employees who choose retirement/separation as the first option, the deadline shall be on or before **January 31, 2014** to the respective Personnel Officers;
 - b. For employees who choose retirement/separation as the second option after placement, the deadline shall be within 15 days from the time they are informed of unsuccessful placement or **February 28, 2014** at the latest;
 - c. Requirements and processing of retirement/separation benefits and applicable incentives shall follow the regulations of the GSIS and DBM, and shall be facilitated by the respective Personnel Officers / CMT Secretariat; and
 - d. For those with pending obligations and accountabilities, employees shall still submit the partially completed clearance form for tracking and verification purposes.



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Please find attached to this memorandum the following documents:

- a. Letter of DepED RP Approval from DBM dated November 15, 2013
- b. Documentary requirements for retirement/separation under EO 366

For clarifications, please contact the RP National HelpDesk through ratplanhelpdesk@deped.gov.ph.

Please be guided accordingly.


RIZALINO D. RIVERA
Undersecretary

RegUsin

May we also note that per existing policy, casual/contractual items in the agency are abolished pursuant to its rationalization efforts. In view of this, the services of personnel hired on a casual/contractual basis in the DepEd should not go beyond *one (1) month* after the approval of the agency's RP, consistent with *DBM Circular Letter (CL) No. 2013-51* dated 22 July 2013. Affected casual/contractual personnel, if qualified, are entitled to avail of the retirement/separation package under the Program within one (1) month upon approval of the DepEd RP.

The DBM would process the incentives of the regular/casual/contractual personnel upon submission of said documents.

Those holding CTI items are no longer entitled to the incentives under the Program if they would opt to retire/be separated after the two month period.

May we request that the DepEd facilitate the immediate submission to the CSC of the list of priority agencies for reassignment of the affected personnel who opted to be placed to other agencies needing additional personnel.

For your guidance, herewith are *DBM CL 2006-10* dated 26 June 2006 on the processing of retirement/separation/unemployment benefits by the Government Service Insurance System, *DBM Budget Circular No. 2013-1* dated 12 April 2013 on the documentary requirements and procedures in the processing by the DBM of retirement benefits of government employees, and *CSC Resolution No. 060056* dated 11 January 2006 containing the guidelines on the placement of affected personnel.

Very truly yours,


FLORENCIO B. ABAD
Secretary

cc: Chairman Francisco T. Duque III
Civil Service Commission

Guidelines on the Filing of Positions and the Hiring of Personnel for Agencies Whose RP is Yet to be Approved by the DBM, Those Whose Plan was Withdrawn, Returned Without Action or Not Submitted Within the Deadline, and Those with Approved Plan

M-01 Page



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

NOV 15 2013

HON. ARMIN A. LUISTRO
Secretary
Department of Education (DepEd)
DepEd Complex, Meralco Avenue
Pasig City

Attention: Undersecretary Rizalino D. Rivera
Chairperson, Change Management Team

Sir:

We are pleased to inform you of the approval of the Rationalization Plan (RP) of the DepEd which was submitted to this Department pursuant to Executive Order (EO) No. 366 dated 04 October 2004.

The highlights of the Plan, the evaluation/findings of this Department, as well as the approved organizational structure and staffing pattern (SP) are shown in *Attachments A to D*.

Please note that the DepEd is given a maximum of *four (4) months* from this approval to place its existing positions in the aforesaid SP. The Notice of Organization, Staffing and Compensation Action that reflects the specific positions in the approved SP would be issued later by this Department upon submission by the agency of the specific positions as placed therein.

Personnel in positions that could no longer be accommodated in said SP have the option to: (a) retire with the applicable incentives; (b) be placed to other agencies needing additional personnel, to be handled by the Civil Service Commission (CSC); or (c) their respective positions would be converted from regular to *coterminus with the incumbent (CTI)* status, i.e., to be abolished once vacated, except those personnel occupying medical/allied medical items who have to be transferred only to DepEd-supervised priority schools to cater to the needs of the school children, if they will not opt to retire be separated. Notwithstanding this arrangement, in the exigency of the service, the medical/allied medical personnel concerned could be required by their supervisors to provide health-related services to other schools near to where they are reassigned.

Despite the *four (4)-month* period to submit the placement of positions in the approved RP, please note that *Section 17 of the Implementing Rules and Regulations of EO 366* provides that the incentive is *available only within two (2) months* from this approval. Thus, to facilitate the identification of affected personnel, we suggest that the DepEd issue a memorandum informing all regular personnel of the available options and once affected, choose any one of the three.

Said memorandum should also clarify that employees who could not be placed in the SP but will later opt to retire shall be *deemed retired within the two (2)-month period from the approval of the DepEd RP*.

The services that they have rendered beyond said period until the submission of their names to the Department of Budget and Management (DBM) shall no longer be credited in the computation of their incentives and terminal leave benefits. However, their salaries for the services they have rendered shall be paid by the agency, subject to existing budgeting, accounting and auditing rules and regulations.

DEPARTMENT OF EDUCATION
RATIONALIZATION PROGRAM

**CHECKLIST OF REQUIREMENTS FOR AFFECTED
PERSONNEL WHO OPT TO RETIRE OR
BE SEPARATED FROM THE SERVICE**

1. Employee's Letter of Intent
2. DepED Clearance Form from all money and/or property responsibilities and no pending administrative case
Note: Each DepED level (CO, RO and SDG)
3. Application for Retirement and Other Social Insurance Benefits (Form No. RET-2011-11-03)
 - a. 1 copy of the form for Separation benefits
 - b. 1 copy of the form for Cash Surrender/termination value
 - c. 1 copy of the photocopy of two (2) valid IDs e.g. UMID, GSIS ID, Driver's License, DepED ID, passport, etc.
 - d. 4 pcs of 1x1 ID picture
 - e. 1 copy of the Employee Service record
 - f. 1 copy of the Certificate of last day of service
 - g. 1 copy of the Declaration of no pendency or non-pendency of case

Please note that the notarized copy of this form will be submitted only upon receipt of a call from the GSIS confirming that the benefits are ready for e-crediting to the retiree's account.
4. Philhealth Member Registration Form (PMRF)
 - 4.1 Attachments:
 - 1 copy of the Clearance from GSIS
 - 1 copy each of 2 valid IDs (DepEd ID + another valid ID)
 - 1 copy of the Service record
 - 1 copy of the Certificate of last day of service
5. Application for Provident Benefits (APB) Claim
 - 5.1 Attachments:
 - 1 copy of the Clearance from GSIS
 - 1 copy each of 2 valid IDs (DepEd ID + another valid ID)
 - 1 copy of the Service record
 - 1 copy of the Certificate of last day of service
6. Application for leave (terminal)

Summary of Requirements:

- Letter of Intent
- DepED Clearance Form
- Form No. RET 2011 11 03
(2 separate forms)
- PMRF
- APB Claim Form
- Application for Leave
- 1x1 ID picture (4 pcs)
- 2 Valid IDs (2 copies)
- Service Record (3 copies)
- Cert. of Last Day of Service
(3 copies)