

OCA CIRCULAR NO. 85-2011, July 01, 2011

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TO :

ALL JUDGES AND CLERKS OF COURT OF THE LOWER COURTS

SUBJECT:

TRANSMITTAL OF LOWER COURT PERSONNEL'S CLAIM WITH THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS).

It has been observed on several instances, that claims of lower court personnel have been directly filed with the Government Service Insurance System (GSIS) Regional/District Offices, variably indorsed, by either the Executive/Presiding Judges or the Clerks of Court.

This has resulted in several claims being approved and paid by the GSIS, without the Supreme Court's approval of the retirement applications. There were also instances where employees simultaneously filed applications for retirement with the GSIS and the Supreme Court.

Then Court Administrator Christopher O. Lock, acting on the letter dated 23 November 2006 of Mr. Robert M. Agustin, GSIS Vice-President for Social Insurance Operations Office I, informing that all employees of the lower courts may file their applications for loans and claims in the respective GSIS Offices covering their work area, issued OCA Circular No. 125-2006, which prescribed the guidelines to be observed in the processing of loans and claims with the GSIS.

Item No. 7 of the said guidelines, provides, to quote:

"The Liaison Officer shall not hand over loan/claim application of any employee who is not under their territorial/administrative jurisdiction; it is understood that only the appropriate applications duly accomplished and certified by the authorized indorsing OCA officials shall be forwarded to the GSIS Service Office (GSO) [underscoring supplied]

Henceforth, strict compliance with OCA Circular No. 125-2006, particularly, item no. 7 thereof, is hereby enjoined.

1 July 2011.

(SGD.)JOSE MIDAS P. MARQUEZ

Court Administrator

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