

GUIDELINES ON THE IMPLEMENTATION OF REPUBLIC ACT NO. 9946 (AN ACT GRANTING ADDITIONAL RETIREMENT, SURVIVORSHIP, AND OTHER BENEFITS TO MEMBERS OF THE JUDICIARY, AMENDING FOR THE ...

SC ADMINISTRATIVE CIRCULAR NO. 81-2010, November 03, 2010

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COVERAGE

These guidelines shall apply to all Justices of the Supreme Court (SC), the Court of Appeals (CA), the Sandiganbayan (SB), the Court of Tax Appeals (CTA), and Judges of the Regional Trial Court (RTC), Metropolitan Trial Court (MeTC), Municipal Trial Court in Cities (MTCC), Municipal Trial Court (MTC), Munieipai Circuit Trial Court (MCTC), Shari'a District Court (SDC), Shari'a Circuit Court (SCC) or any other Court established thereafter.

PURPOSE

To set out the policies and procedures to be observed regarding the implementation of the grant of additional retirement, survivorship and other benefits to the members of the Judiciary as provided under Republic Act No. 9946 (RA No. 9946) amending Republic Act No. 910 (RA No. 910).

DEFINITION OF TERMS

- 1) Salary - the actual basic monthly salary of Justices and Judges, including step increments and longevity pay (A.M. No. 03-12-04-SC, Resolution, February 24, 2004) at the rates provided under the Modified Salary Schedule for Civilian Personnel pursuant to the Senate and House of Representatives Joint Resolution No. 4 approved on June 17, 2009 and in accordance with the implementing guidelines that may be issued therefor.
- 2) Representation Allowance and Transportation Allowance (RATA) - allowances given to officials at a monthly standard rate in order to defray representation and transportation expenses while in the performance of the duties of their positions. The amount of the allowance shall be in accordance with the rates provided for under the General Appropriations Act of any current year.
- 3) Other allowances - standard allowances given to all government employees at prescribed rates, guidelines, rules and regulations, such as, but not limited to, the personnel economic relief allowance (PERA) and the additional compensation allowance (ADCOM), which is now incorporated in the PERA pursuant to Joint Resolution No. 4 as implemented in Budget Circular No. 2009-3 dated August 18, 2009. The term shall include the Special Allowance for the Judiciary (SAJ) pursuant to Section 5, Republic Act No. 9227.
- 4) Permanent disability - illness or injury considered as permanent disability under existing laws, rules and regulations and determined and certified to by the SC Medical and Dental Services.
- 5) Heirs - those entitled to succeed in the estate of the deceased Justice or Judge under the law on succession.

- 6) Surviving spouse - the legitimate spouse of the Justice or Judge.
- 7) Child - A minor child, whether legitimate or not, of the Justice or Judge entitled to the benefit.

WHO ARE ENTITLED, QUALIFICATIONS AND BENEFITS

A. COMPULSORY RETIREMENT

1. Justice of the SC, CA, SB, CTA or a Judge of the RTC, MeTC, MTCC MTC, MCTC, SDC, SCC or of any other Court thereafter established who has rendered at least fifteen (15) years service in the Judiciary or in any other branch of the government, or in both, and retires for having attained the age of seventy years (70).

2. Upon retirement, a Justice of the SC, CA, SB, CTA or Judge of the RTC, MeTC, MTCC, MTC, MCTC, SDC, SCC or of any other Court thereafter established, shall be automatically entitled to a lump-sum of five (5) years gratuity computed on the basis of the highest monthly salary plus the highest monthly aggregate of RAT A and other allowances such as PERA and ADCOM which he/she was receiving on the date of his/her retirement.

The Justice or Judge with less than 15 years service in the government or judiciary who retires for having attained the age of seventy (70) year, shall automatically receive the same benefits as aforementioned.

3. After the expiration of the five-year period, the Justice or Judge shall receive during die residue of his/her natural life, a monthly pension equivalent to the highest monthly salary plus the highest monthly aggregate of RATA and other allowances such as PERA and ADCOM which he/she was receiving at the time of his/her retirement.

The Justice or Judge with less than 15 years service in the government or judiciary who retires for having attained the age of seventy (70) years shall be entitled to a pro-rata monthly pension computed as follows:

number of years

in the govt. or judiciary

15 years

x

Basic pay plus the highest monthly

aggregate of RATA, PERA, ADCOM

and other allowances)

4. The Justice or Judge shall be entitled to a non-wage benefit in favor of one (1) child in the form of education scholarship consisting of free tuition fee for one (1) Bachelor's Degree in a state university or college. The admission of the child entitled to the benefit shall be subject to the rules and regulations of such state university or college. The Bachelor's Degree should be completed within the prescribed number of years in the curriculum of the state university or college.

B. OPTIONAL RETIREMENT

1. Justice of the SC, CA, SB, CTA or Judge of the RTC, MeTC, MTCC, MTC, MCTC, SDC, SCC or any other Court thereafter established who has strained the age of 60 years and has rendered at least 5 years service in the government, the last 3 years of which shall have been continuously rendered in the Judiciary.

2. Upon retirement, a Justice of the SC, CA, SB, CTA or Judge of the RTC, MeTC, MTCC, MTC, MCTC, SDC, SCC or any other Court thereafter established, shall be automatically entitled to a lump-sum of five (5) years gratuity computed on the basis of the highest monthly salary plus the highest monthly aggregate of RAT A and other allowances such as PERA and ADCOM which he/she was receiving on the date of his/her retirement.

3. After the expiration of five-year period, the Justice or Judge shall receive during the residue of his/her natural life, a monthly pension equivalent to the highest monthly salary plus the highest monthly aggregate of RAT A and other allowances such as PERA and ADCOM which he/she was then receiving;

4. The Justice or Judge shall be entitled to a non-wage benefit in favor of one (3) child in the form of education scholarship consisting of free tuition fee for one (1) Bachelor's Degree in a state university or college. The admission of the child entitled to the benefit shall be subject to the rules and regulations of such state university or college. The Bachelor's Degree should be completed within the prescribed number of years in the curriculum of the state university or college.

C. PERMANENT DISABILITY RETIREMENT

1. Total Permanent Disability

a. Justice of the SC, CA, SB, CTA or Judge of the RTC, MeTC, MTCC, MTC, MCTC, SDC, SCC or any other Court thereafter established, who retires by reason of any permanent disability contracted during the Justice's or Judge's incumbency in office and prior to the date of retirement, shall be entitled to receive a gratuity equivalent to ten (10) years on the basis of the highest monthly salary plus the highest monthly aggregate of RATA and other allowances such as PERA and ADCOM which he/she was receiving on the date of his/her retirement.

b. Should the Justice or Judge survive after ten (10) years, he/she shall continue to receive during the residue of his/her natural life a monthly pension equivalent to the highest monthly salary plus the highest monthly aggregate of RATA and other allowances such as PERA and ADCOM which he/she was then receiving, provided that such Justice or Judge has rendered at least fifteen (15) years of government service.

The Justice or Judge with less than 15 years service in the government or Judiciary shall be entitled to a pro-rata monthly pension computed as follows:

number of years

in the govt. or judiciary

15 years

x

Basic pay plus the highest monthly

aggregate of RATA, PERA, ADCOM

and other allowances)

c. The Justice or Judge shall be entitled to a non-wage benefit in favor of one (1) child in the form of education scholarship consisting of free tuition fee for one (1) Bachelor's Degree in a state university or college. The admission of the child entitled to the benefit shall be subject to the rules and regulations of such state university or college. The Bachelor's Degree should be completed within the prescribed number of years in the curriculum of the state university or college.

2, Partial Permanent Disability

a. Justice of the SC, CA, SB, CTA or Judge of the RTC, MeTC, MTCC, MTC, MCTC, SDC, SCC or any other Court thereafter established, who retires at the age of seventy (70) years with the attendance of any partial permanent disability contracted during his/her incumbency and prior to the date of retirement, shall receive an additional gratuity equivalent to two (2) years lump sum that he/she is entitled to receive.

b. Should the Justice or Judge survive after seven (7) years, he/she shall continue to receive during the residue of his/her natural life a monthly pension equivalent to the highest monthly salary plus the highest monthly aggregate of RATA and other allowances such as PERA and ADCOM which he/she was then receiving, provided such Justice or Judge has rendered at least fifteen (15) years of government service.

The Justice or Judge with less than 15 years service in the government or judiciary who retires for having attained the age of seventy (70) years shall be entitled to a pro-rata monthly pension computed as follows:

number of years

in the govt. or judiciary

15 years

x

Basic pay plus the highest monthly

aggregate of RATA, PERA, ADCOM

and other allowances)

c. A Justice or Judge who retired with the attendance of any partial permanent disability five (5) years prior to the effectivity of RA No. 9946 shall be entitled to the same benefits provided for under said Act.

d. The Justice or Judge shall be entitled to a non-wage benefit in favor of one (1) child in the form of education scholarship consisting of free tuition fee for one (1) Bachelor's Degree in a state university or college. The admission of the child entitled to the benefit shall be subject to the rules and regulations of such state university or college. The Bachelor's Degree should be completed within the prescribed number of years in the curriculum of the state university or college.

D. DEATH

1. The heirs of a Justice of the SC, CA, SB, CTA, or a Judge of the RTC, MeTC, MTCC, MTC, MCTC, SDC, SCC or any other Court thereafter established who dies while in actual service, regardless of his/her age and length of service, shall receive a lump sum of five (5) years gratuity computed on the basis of the highest monthly salary plus the highest monthly aggregate of RATA and other allowances such as PERA and ADCOM received by him/her as such Justice or Judge.

2. The heirs of the deceased Justice or Judge who has rendered at least 15 years service either in the Judiciary or in any other branch of Government, or both, shall be entitled to a lump sum of ten (10) years gratuity computed on the basis of the highest monthly salary plus the highest monthly aggregate of RATA and other allowances such as PERA and ADCOM received by him/her as such Justice or Judge.

3. The heirs of a Justice or Judge who is killed because of his/her work as such, shall receive the lump sum of ten (10) years gratuity provided that the Justice or Judge has served the government for at least five (5) years

regardless of age at the time of death. Should the government service be less than five (5) years, the heirs shall receive a lump sum of five (5) years gratuity. (A.M. No. 02-12-01- SC dated September 30, 2003)

4. It is presumed that death is work-related when a Justice or Judge is killed intentionally while in the service.

E. SURVIVORSHIP PENSION BENEFITS

The legitimate surviving spouse of a Justice or Judge who (3) has retired or was eligible to retire optionally at the time of death; and (2) was receiving or would have been entitled to receive a monthly pension, shall be entitled to receive the said benefits that the deceased Justice or Judge would have received had the Justice or Judge not died. The surviving spouse shall continue to receive such retirement benefits until the surviving spouse's death or remarriage.

F. OTHER ENTITLEMENTS

1. All pension benefits of retired members of the Judiciary shall be automatically increased whenever there is an increase in the salary of the same position from which he/she retired.

2. The benefits under RA No. 9946 shall be granted to all those who have retired prior to its effectivity, provided that the benefits shall be applicable only to members of the Judiciary and the benefits to be granted shall be prospective, beginning February 11, 2010, the date of effectivity of RA No. 9946.

3. The implementing guidelines provided herein shall be applicable to officials of the Judiciary who have been granted the rank, salary and privileges of a member of the Judiciary subject to the conditions set forth in the resolutions, dated December 9, 2008 and February 17, 2009, in A.M. No. 11838-Ret.

PROHIBITIONS TO ENTITLEMENT TO PENSION

1. A retired Justice of the SC, CA, SB, CTA or Judge of the RTC, MeTC, MTCC, MTC, MCTC, SDC, SCC or his/her surviving spouse receiving the benefits of RA No. 9946 during the time that he/she is receiving said pension shall not appear as counsel before any court in any civil case wherein the government or any subdivision or instrumentality thereof is the adverse party, or in any criminal case wherein an incumbent or former office or employee of the government is accused of an offense committed in relation to his/her office, or collect any fee for his/her appearance in any administrative proceedings to maintain an interest to the Government, National, Provincial or municipal, or to any of its legally constituted offices.

2. The member of the Judiciary or his/her surviving spouse who assumes an elective public office, shall not, upon assumption of office and during his/her term, receive the monthly pension due to him/her.

3. The surviving spouse who remarries shall no longer be entitled to the survivorship benefit.

REQUIREMENTS AND PROCEDURES

The requirements and procedures for entitlement to and release of benefits under RA No. 9946, amending RA No. 910, shall be in accordance with the guidelines hereto attached as Annex "A."

FUNDING

The amount necessary for the initial implementation of RA No. 9946 shall be charged against the current year's savings of the respective courts from which the Justice or Judge retires. Thereafter, such sums as may be

necessary for its continued implementation shall be included in the annual General Appropriations Act.

IMPLEMENTATION

The Office of Administrative Services and the Fiscal Management and Budget Office of the Supreme Court and the Office of Administrative Services and the Financial Management Office of the Office of the Court Administrator shall forthwith implement this.

All provisions of issuances inconsistent with the herein guidelines are hereby revoked.

These guidelines shall take effect upon its approval.

Issued this 3rd day of November 2010.

(Sgd.) RENATO C. CORONA
Chief Justice

Annex "A"

REQUIREMENTS AND PROCEDURES

FOR ENTITLEMENT TO AND RELEASE OF RETIREMENT BENEFITS UNDER REPUBLIC ACT NO. 9946,

AMENDING RA 910

FOR SUPREME COURT JUSTICES:

I. REQUIREMENTS

A. COMPULSORY AND OPTIONAL RETIREMENT

- 1) Application for Retirement/Survivorship Benefits;
- 2) Birth Certificate and Marriage Contract (In the absence of a Birth Certificate: Affidavit of two disinterested persons attesting as to your Date of Birth and Certificate of Loss of Records from the Civil Registrar);
- 3) Certification of regular monthly salary & other emolument;
- 4) Service Record from other government offices, if any duly certified by official concerned and with proper notation of Leave of Absence with or without Pay;
- 5) Bar Clearance from the Office of the Bar Confidant, Supreme Court
- 6) Certification from the Office of the Bar Confidant as to Bar Examiner, if any;
- 7) Supreme Court Clearance;
- 8) Updated Sworn Statement of Assets and Liabilities;
- 9) Application for Provident Fund (Pag-Ibig);
- 10) Latest Supreme Court ID to be surrendered or letter-request to retain said ID; and
- 11) Duly accomplished Application for Leave (for Terminal Leave).

B. DISABILITY RETIREMENT

ITEMS 1 - III.A, Plus

- 1) GSIS Disability Claim form (Part I and II)
- 2) All Medical Records in support of claim for Permanent Total Disability (to be indorsed to the Medical and

Dental Services for evaluation, comment and recommendation)

C. SURVIVORSHIP APPLICATIONS/DEATH CLAIMS

Survivorship applications

Items 1 to 11 plus

- 1) Death certificate authenticated by the National Statistics Office (NSO);
- 2) Marriage Contract authenticated by NSO;
- 3) Certified photocopy of 2 valid ID of claimant

Death claims

- 1) Death certificate authenticated by the NSO;
- 2) Certificate issued by the Clerk of Court, RTC, as to the Testate or Intestate proceedings on the estate of the deceased;
- 3) Proofs of Surviving Legal Heirs, to fill up spaces for legitimate, legally adopted, acknowledged natural children, indicate NONE in the absence of any children under any of the categories;
- 4) Affidavit of Guardianship (children minor age);
- 5) Birth certificate of ALL CHILDREN, authenticated by NSO;
- 6) Affidavit as required under Article 105(b) of the Labor Code;
- 7) Certified photocopy of 2 valid ID of claimant.

II. PROCEDURES

- 1) All applications for retirement, except in cases of compulsory retirement, are to be submitted to the Court for approval.
- 2) In case of disability retirement, the application together with all the Medical records and GSIS disability form (Part I & II) is referred to the Supreme Court Medical and Dental Services for evaluation, comment and recommendation; and
- 3) After completion of the signatures required in the Supreme Court clearance, a copy thereof shall be submitted to the Employee Welfare and Benefits Division (EWBD) for transmittal of the papers to the Cashier's Office.

FOR APPELLATE COURT JUSTICES

I. REQUIREMENTS

A. COMPULSORY AND OPTIONAL RETIREMENT

- 1) Duly accomplished Application For Retirement;
- 2) NSO issued copies of Birth Certificate and in its absence, Certification issued by the NSO as to non-availability of record of birth and Affidavit of two (2) disinterested persons attesting to the applicant/claimant's correct date of birth;
- 3) NSO issued copy of Marriage Contract;
- 4) Original copy of Service Record/s for service/s rendered with other government office/s, duly signed by the official concerned and with proper notation of leave of absence with or without pay, together with copy/ies of appointment/s and Clearance from previous-employer/s in connection with his/her separation thereat;
- 5) CA/SB/CTA Clearance as to no pending administrative case and as to no money accountabilities;
- 6) UPDATED Statement of Assets and Liabilities;

- 7) Original and/or certified true copy of retirement/voucher, if previously retired;
- 8) Bar Clearance Certificate from the Office of the Bar Confidant, Supreme Court; and
- 9) Docket Clearance Certificate from the Legal Office, OCA, Supreme Court.

B. DISABILITY RETIREMENT:**ITEMS 1-9, LA, PLUS**

Part I (Insured's Statement) and Part II (Certificate of Attending Physician) TOGETHER with ALL medical records in support of claim for disability-retirement;

C. RETIREMENT/GRATUITY BENEFITS (Death Claims)**ITEMS 1-9, LA, PLUS**

- 1) NSO issued copy of Birth Certificate of the surviving spouse, if retired justice is predeceased by the spouse, Death Certificate must likewise be submitted;
- 2) Certificate issued by the RTC Clerk of Court (place of residence) as to no Testate and Intestate proceedings filed against the estate of the deceased justice;
- 3) Proofs of Surviving Legal Heirs[**] (kindly put NONE or N/A in the column, where applicable);
- 4) NSO issued copy/ies of Birth Certificate of ALL children of the deceased justice;
- 5) NSO issued copy/ies of Marriage Contract of married daughter/s of the deceased justice;
- 6) Affidavit as required under Art. 105[**] (b) of the Labor Code of the Philippines (to be accomplished by the surviving spouse and children of legal age);
- 7) Affidavit in compliance with P.D. 442[**] (to be accomplished by the surviving spouse for the minor children);
- 8) Affidavit of Guardianship[**] (for minor/mentally incompetent children of the deceased justice); and
- 9) NSO issued copy of Advisory on Marriages.

D. SURVIVORSHIP APPLICATIONS/CLAIMS

- 1) Duly accomplished Application for Survivorship Benefits attaching therein the most recent full body photo of surviving spouse holding the most recent front page of a broadsheet of national circulation and the original copy of the broadsheet front page held in photo;
- 2) NSO issued Birth Certificate of Surviving Spouse and in its absence, Certification issued by the NSO as to non-availability of record of birth and Affidavit of two (2) disinterested persons attesting to the correct date of birth;
- 3) NSO issued Marriage Contract between deceased Justice and Surviving Spouse;
- 4) NSO issued Advisory on Marriages;
- 5) Certification issued by the Presiding Justice in favor of the surviving spouse for purposes of identification; and
- 6) Barangay Certification attesting to claimant's residency.

II. PROCEDURES

- 1) All applications for retirement, except in cases of compulsory retirement, are to be submitted to the Court for approval. For optional or disability retirement, the application shall specify the date of effectivity thereof.
- 2) In case of disability retirement, the application together with the Medical Certificate and disability form Part I & II is referred to the Supreme Court Medical Services for evaluation, comment and recommendation.

FOR JUDGES

I. REQUIREMENTS

A. COMPULSORY AND OPTIONAL RETIREMENT

- 1) Duly accomplished Application For Retirement;
- 2) NSO issued copies of Birth Certificate and in its absence, Certification issued by the NSO as to non-availability of record of birth and Affidavit of two (2) disinterested persons attesting to the applicant/claimant's correct date of birth;
- 3) NSO issued copy of Marriage Contract;
- 4) Original copy of Service Record/s for service/s rendered with other government office/s. duly signed by the official concerned and with proper notation of leave of absence with or without pay, together with copy/ies of appointment/s and Clearance from previous employer/s in connection with his/her separation thereat;
- 5) Clearance issued by the Clerk of Court (OCC), from the Office of the Executive Judge exercising territorial jurisdiction, as to no pending criminal and administrative case;
- 6) Clearance issued by the Clerk of Court (OCC) as to no money and property accountabilities, DULY NOTED by the Treasurer of the Local Government. Unit where the court is situated;
- 7) UPDATED Statement of Assets and Liabilities;
- 8) Certification of Accountability/Non-Accountability for Money and Property issued by the Clerk of Court;
- 9) List of cases submitted for decision/resolution and list of cases pending trial OR authenticated copy of monthly report of cases most recently submitted to the Court Management Office;
- 10) Joint Certification by the retiring Judge and the [Branch] Clerk of Court, that the former has no pending cases submitted for decision or incidents for resolution beyond the reglementary period as of the date of retirement;
- 11) Latest Office Identification Card to be surrendered pursuant to A.O. No. 11-96, series of 1996;
- 12) Certificate issued by the [Branch] Clerk of Court attesting to the retiring judge's last day of service;
- 13) Duly accomplished Terminal Leave Application (the term Terminal Leave refers to the payment of the money value of earned leave credits. and doesn't necessarily mean going on actual leave. Any leave incurred [except forfeitable leave] prior to retirement shall be DEDUCTED from the earned leave credits diminishing its monetary value);
- 14) Original and/or certified copy of retirement/voucher, if previously retired;
- 15) Bar Clearance Certificate as to pending case from the Office of the Bar Confidant, Supreme Court; and
- 16) Docket Clearance Certificate as to pending administrative case from the Legal Office, OCA, Supreme Court.

B. DISABILITY RETIREMENT

ITEMS 1-16, PLUS

Part I (Insured's. Statement) and Part II (Certificate of Attending Physician) TOGETHER with ALL medical records in support of claim for disability retirement;

C. RETIREMENT/GRATUITY BENEFITS (Death Claims)

ITEMS 1-16, PLUS

- 1) NSO issued copy of Birth Certificate of the surviving spouse, if retired judge is predeceased by the spouse, Death Certificate must likewise be submitted;
- 2) Certificate issued by the RTC Clerk of Court (place of residence) as to no Testate and Intestate proceedings filed against the estate of the deceased judge;
- 3) Proofs of Surviving Legal Heirs[**] (kindly put NONE or N/A in the column, where applicable);
- 4) NSO issued copy/ies of Birth Certificate of ALL children of the deceased judge;
- 5) NSO issued copy/ies of Marriage Contract of married daughter/s of the deceased judge;
- 6) Affidavit as required under Art. 105[**] (b) of the Labor Code of the Philippines (to be accomplished by the surviving spouse and children of legal age);
- 7) Affidavit in compliance with P.D. 442[**] (to be accomplished by the surviving spouse for the minor children;
- 8) Affidavit of Guardianship[**] (for minor/mentally incompetent children of the deceased judge); and
- 9) NSO issued copy of Advisory on Marriages

D. SURVIVORSHIP APPLICATIONS/CLAIMS

- 1) Duly accomplished Application for Survivorship Benefits attaching therein the most recent full body photo of surviving spouse holding the most recent front page of a broadsheet of national circulation and the original copy of the broadsheet front page held in photo;
- 2) NSO issued Birth Certificate of Surviving Spouse and in its absence, Certification issued by the NSO as to non-availability of record of birth and Affidavit of two (2) disinterested persons attesting to the correct date of birth;
- 3) NSO issued Marriage Contract between deceased Judge and Surviving Spouse;
- 4) NSO issued Advisory on Marriages;
- 5) Personal appearance, if possible, by the Surviving Spouse before the RTC Executive Judge exercising jurisdiction over his/her place of residence for purposes of identification;
- 6) Certification issued by the Executive Judge in favor of the surviving spouse attesting to his/her appearance;
- 7) Barangay Certification attesting to claimant's residency; and
- 8) Duly accomplished Survey Form (Yearly Updating) attaching therein the most recent full body photo of the surviving spouse holding the most recent front page of a broadsheet of national circulation and the original copy of the broadsheet front page held in photo.

E. PENSION

- 1) Notice of Pension Adjustment or Certification issued by the Office of Administrative Services, OCA, Supreme Court; and
- 2) Duly Accomplished Survey Form (Yearly Updating) attaching therein the most recent full body photo of the pensioner judge holding the most recent, front page of a broadsheet of national circulation and the original copy of the broadsheet front page held in photo.

II. PROCEDURES

- 1) All applications for retirement, except in cases of compulsory retirement, are to be submitted to the Court for approval. For optional or disability retirement, the application shall specify the date of effectivity thereof.
- 2) In case of disability retirement, the application together with the Medical Records and disability form Part I & II is referred to the Supreme Court Medical Services for evaluation, comment and recommendation.
- 3) Upon approval of the retirement application/claim, and after completion of the signatures required in the SC

Clearance, the documents for retirement are transmitted to the Finance Division, Financial Management Office, OCA.

ADMINISTRATIVE CIRCULAR NO. 66-2008

The guidelines for the release of retirement benefits under Administrative Circular No. 66-2008 (Guidelines on the Procedure for the Release of Retirement Gratuity and Terminal Leave Benefits of Deceased Members, Officials and Employees of the Judiciary), dated July 1, 2008, insofar as it is consistent with herein guidelines, shall continue to apply for the release of the benefits under RA 910, as amended by RA 5095 and RA 9946.

[**]Certified true copy of at least one (1) current identification document issued by an official agency bearing the photograph and signature of the affiant and witnesses, such as but not limited to passport, driver's licence, PRC ID, NB1 Clearance, Postal ID, voter's ID, GSIS e-card, SSS card, PhilHealth card, Senior Citizen card or any government office ID MUST be enclosed.

[*]Last day of service of a compulsorily retired judge is a day before his/her 70th Birthday.

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