

[EXECUTIVE ORDER NO. 966, June 22, 1984]

**ADOPTING A UNIFORM PROCEDURE IN THE IMPLEMENTATION
OF LAWS FOR OPTIONAL RETIREMENT OF OFFICERS AND
EMPLOYEES OF THE NATIONAL GOVERNMENT AND DIRECTING
EXPEDITIOUS PAYMENT OF RETIREMENT BENEFITS**

WHEREAS, the new Civil Service Decree of the Philippines implementing the constitutional mandate of establishing a government career service based on merit and fitness, explicitly provides that measures be adopted to promote morale and the highest degree of responsibility, integrity, loyalty and efficiency among government officials and employees;

WHEREAS, in recognition of, and as a fitting reward for, the faithful and dedicated service rendered by government officials and employees during the best years of their lives, the Philippine legislature had enacted a series of retirement laws;

WHEREAS, the proliferation of these retirement laws had bred confusion in their implementation particularly in the aspect of accreditation of services and the computation and payment of retirement benefits;

WHEREAS, there is a need to rationalize and streamline the present system in the processing, approval and payment of retirement claims and adopt a more expeditious, uniform and standardized procedure to the end that retiring officials and employees shall receive their retirement benefits without delay;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby prescribe the following rules in the implementation of the retirement laws of officials and employees of the national government under Section 11(b) and (c) and Section 12(c) of Commonwealth Act Numbered One Hundred and Eighty-Six, as amended;

SECTION 1. APPLICABILITY OF THESE RULES. – These rules shall apply to all officials/employees of the National Government who are claiming retirement benefits under Sections 11(b) and (c) and 12(c) of Commonwealth Act No. 186, as amended.

SECTION 2. BASIC REQUIREMENTS. – To be entitled to retirement benefits, the retiring official/employee must have rendered creditable services and must have met all other requirements provided in the retirement law under which he has opted to retire, and under the rules herein prescribed.

SECTION 3. CREDITING AGENCY. – The Government Service Insurance System shall be responsible for accrediting, subject to existing laws and these rules the services of officials/employees in the government who are retiring from the service under existing retirement law: Provided, That the GSIS as it may deem necessary, may promulgate additional rules for accrediting services not inconsistent with existing

retirement law and these rules.

SECTION 4. CREDITABLE SERVICE. – Subject to existing laws and these rules, the following shall be considered creditable services:

(a) All previous services rendered by an official/employee pursuant to an appointment whether permanent, provisional or temporary.

(b) All previous services rendered by an official/employee pursuant to a duly approved appointment to a position in the Civil Service with compensation or salary or pay, provided that the last three (3) years prior to retirement shall be continuous. Provided that said three (3) years continuous service may be waived if the official/employee concerned prior to the completion of the said three (3) years, was separated from the service due to either abolition of his position, reorganization of the office wherein he was phased out, or reduction in force. cda

(c) The period during which an official/employee was on an authorized sick leave of absence without pay provided that it shall not exceed one year in a single instance.

(d) The period during which an official/employee was out of the service as a result of an illegal termination of his services as finally decided by the proper authorities.

(e) The period of Japanese occupation of the Philippines beginning January 1, 1942 to February 26, 1945 even if the official/employee was actually out of the service during said period, provided he was in the service at the outbreak of World War II in the Pacific on December 8, 1941. This may be proved by the presentation of a Certification of Indebtedness duly acknowledged by the Treasurer of the Philippines pursuant to the provision of RA 340, as amended.

(f) The period of active service in the military of reserve officers and enlisted men who were not integrated in the regular force of the Armed Forces of the Philippines, who were honorably discharged or separated from the military service without receiving any benefits under RA 340, as amended, or other retirement laws covering military personnel, as duly certified to by the Armed Forces of the Philippines.

(g) The period of service of an official/employee previously availed of retirement benefits, provided the official/employee has fully refunded the money value of the unexpired portion of retirement benefits he previously received.

SECTION 6. CONTINUITY OF SERVICE. – Subject to existing laws and these rules, the following shall not interrupt the continuity of the service of an official/employee in the Civil Service, provided that no money value shall be given thereto in the computation of the retirement benefits:

(a) The period during which the official/employee was on an authorized vacation leave of absence without pay, provided that it shall not exceed one year in a single instance.

(b) The period during which the official/employee was out of the service as a result of the reorganization of the office, or abolition of position or reduction in force, provided that said period shall not exceed one year from date of separation to the date prior to reemployment, and provided further that, the official/employee has