

INSTRUCTIONS:

1. Ensure that the application form is properly filled up.
2. Agency to submit two (2) copies of the accomplished application form to the nearest GSIS/Handling Office.

TERMS AND CONDITIONS

I. RETIREMENT

A. ELIGIBILITY REQUIREMENTS

1. Member shall be entitled to the retirement benefit on condition that:

Under RA 660	1. He/She has been in the service on or before May 31, 1977; and,														
	2. He/She has met the age and service requirements as indicated below:														
	Age	52	53	54	55	56	57	58	59	60	61	62	63	64	65
	YCS	35	34	33	32	31	30	28	26	24	22	20	18	16	15
Under PD 1146	1. He/She has been in the service as of May 31, 1977;														
	2. He/She has rendered at least fifteen (15) years of service in the government;														
	3. He/She is at least sixty (60) years of age at the time of retirement; and,														
	4. He/She is separated from the service.														
Under RA 8291	1. He/She has been in the service as of June 24, 1997;														
	2. He/She has rendered at least fifteen (15) years of service in the government;														
	3. He/She is at least sixty (60) years of age at the time of retirement; and,														
	4. He/She is not receiving a monthly pension benefit due to permanent total disability.														
	5. Uniformed Personnel of PNP, BJMP and BFP are excluded.														
Under RA 1616	1. He/She has been in the service on or before May 31, 1977;														
	2. He/She must have at least sixty (60) years of age at the time of retirement; and,														
	3. He/She must have at least twenty (20) years of creditable service in the government.														

2. Request for conversion from one mode of retirement to another shall not be allowed.
3. The retirement proceeds shall at all time be subject to deduction for any outstanding indebtedness the member may have incurred with the GSIS (Section 39, RA 8291 otherwise known as the GSIS Retirement Law).

B. CONDITIONS FOR RECEIPT OF MONTHLY PENSION

After the 5-year guaranteed period - RA 660 / RA 8291; Future payment (Upon reaching age 60) – PD 1146 / RA 8291

The retiree is required to personally appear at GSIS Office nearest his/her place of residence. He/She shall be required to fill up a **request for commencement of pension** form and afterwards enroll for the **GSIS UMID-Compliant eCARD/Kiosk transaction card**. If the retiree is already enrolled and in possession of a **GSIS UMID-Compliant eCard**, he/she shall be required to enroll in the GVAPS and his/ her present role/status shall be tagged/changed accordingly.

II. SEPARATION

A. ENTITLEMENT TO SEPARATION BENEFITS (As provided for in Section XI of RA 8291)

A member who has accumulated a minimum of three (3) years creditable service shall be entitled to separation benefit upon resignation or separation under the following terms:

1. For member with at least three (3) years but less than fifteen (15):

A cash payment equivalent to one hundred percent (100%) of the average monthly compensation for every year of creditable service the member has paid contributions, but not less than Twelve Thousand Pesos (P12,000), payable upon reaching sixty (60) years of age or upon separation, whichever comes later.

2. For member with at least fifteen (15) years of service and less than sixty (60) years of age upon separation:
 - a. A cash payment equivalent to eighteen (18) times the basic monthly pension, payable at the time of resignation or separation;
 - b. An old-age pension benefit equal to the basic monthly pension, payable monthly for life upon reaching age 60.

B. PRESCRIPTIVE PERIOD FOR FILING OF SEPARATION BENEFIT

Application for separation benefits must be filed within 4 years from the date of separation as provided for under Sec. 28 of RA 8291.

III. UNEMPLOYMENT BENEFIT

A. CONDITIONS FOR ENTITLEMENT

1. A member shall be entitled to the unemployment benefit in the form of monthly cash payments if all the conditions below are satisfied:
 - 1.1 He/She was a permanent employee at the time of separation;
 - 1.2 His/Her separation was involuntary due to the abolition of his/her office or position resulting from reorganization; and,
 - 1.3 He/She has been paying the contributions specified under Rule 3.1 (a) for at least one (1) year prior to separation.
2. A member who has rendered at least 15 years of service will be entitled to the separation benefits described in Rule VI, instead of unemployment benefit.
3. Application for unemployment benefit must be filed within 4 years from the date of unemployment as provided for under Sec. 28, RA 8291.

B. AMOUNT, DURATION AND PAYMENT OF BENEFIT

1. Unemployment benefits in the form of monthly cash payments equivalent to fifty percent (50%) of the average monthly compensation shall be paid to permanent employee who is involuntarily separated from the service due to the abolition of his office or position usually resulting from reorganization: **Provided**, that he/she has been paying integrated contributions for at least one (1) year prior to separation. **Unemployment benefit** shall be paid in accordance with the following schedule:

Contribution Made	Benefit Duration
1 year but less than 3 years	2 months
3 or more years but less than 6 years	3 months
6 or more years but less than 9 years	4 months
9 or more years but less than 11 years	5 months
11 or more years but less than 15 years	6 months

2. Those entitled to more than two (2) months of Unemployment Benefits shall initially receive two (2) monthly payments. A seven-day waiting period shall be imposed on succeeding monthly payments to determine whether the separated member has found gainful employment either in the public or private sector. In this regard, the member is required to immediately notify the GSIS at anytime he/she finds gainful employment or reenters the salaried workforce within the period of the benefit. If the member fails to report to GSIS his/her reemployment and continues to illegally receive the benefit, administrative and/or criminal action shall be instituted by the GSIS against the member.
3. All accumulated unemployment benefits paid to the employee during his/her entire membership with the GSIS shall be deducted from the separation benefits to which the member may be entitled to upon his voluntary resignation or separation.