



MEMO CIRCULAR NO. 003-2013

FOR : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, HEADS OF GOVERNMENT OWNED AND CONTROLLED CORPORATIONS AND LOCAL GOVERNMENT UNITS

THRU : ALL AGENCY AUTHORIZED OFFICERS

SUBJECT : 2ND ADDENDUM TO CIRCULAR NOS. 001-2013 & 002-2013 ON THE SUBMISSION OF OMBUDSMAN CLEARANCE FOR RETIRING EMPLOYEES AND THOSE WHO WILL CLAIM FOR SEPARATION BENEFITS WITH GSIS

DATE : May 15, 2013

Corollary to Memorandum Circular Nos. 001-2013 and 002-2013 on the submission of a Clearance from the Ombudsman by all Retiring Employees of the Government and from employees who will claim for separation benefits with the GSIS, pursuant to COA Circular No. 2013-001 dated 10 January 2013, please be advised that the same documentary requirement shall be required from the legal heirs of government employees filing for survivorship benefits with the GSIS for:

- 1) Death of an active member who has not filed for retirement or separation benefits;
- 2) Death of an inactive member who has not previously filed for retirement or separation benefits.

The "*Clearance from the Office of the Ombudsman*" shall attest as to whether the deceased employee has a pending criminal case at the time of contingency.

The imposition of the submission of the Certificate was based on Memo Circular No. 10, series of 1995 issued by the Office of the Ombudsman.

For information and strict compliance.

GSIS MANAGEMENT