



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

*DPWH*  
*07-20-2018*

July 19, 2018

**DEPARTMENT MEMORANDUM** )

**CIRCULAR NO.** )  
**Series of 2018** )

*40*

*07-20-18*

**FOR / TO : Undersecretaries**  
**Assistant Secretaries**  
**Service Directors**  
**Bureau Directors**  
**Regional Directors**  
**Heads of UPMOs**  
**District Engineers**  
This Department

For information and guidance, attached is a copy of Government Service Insurance System (GSIS) Memorandum Circular No. 001-BR 47-18 Series of 2018 with the subject **"REVISED POLICY ALLOWING CHANGE IN RETIREMENT DATE, RETIREMENT MODE, AND RETIREMENT BENEFIT OPTION UNDER REPUBLIC ACT 8291 AND PRESIDENTIAL DECREE NO. 1146."**

A copy of said Memorandum Circular may also be downloaded from the **DPWH website: <http://dpwhweb>**. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

  
**ARDELIZA R. MEDENILLA, MNSA, CESO I**  
Undersecretary for Support Services

Encl: GSIS Memorandum Circular No. 001-BR 47-18 Series of 2018

cc: Office of the Secretary

10.1.4 MKBA/LMM



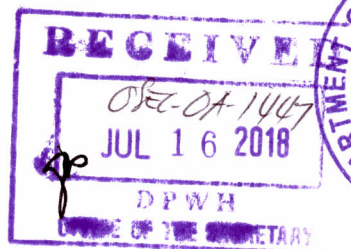
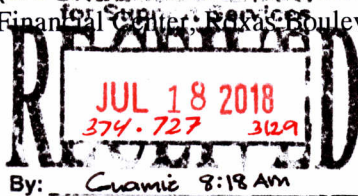
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REPUBLIKA NG PILIPINAS  
**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN**  
**(GOVERNMENT SERVICE INSURANCE SYSTEM)**

Financial Center, Roxas Boulevard, Pasay City 1308

28 June 2018

**SEC. MARK A. VILLAR**

Department of Public Works and Highways  
 Room 201, DPWH Building  
 Bonifacio Drive, Port Area, Manila

Dear **Secretary Villar**,

The GSIS Board of Trustees approved on 13 March 2018, Board Resolution No. 47 (BR No.47) on the ***Revised Policy Allowing Change in Retirement Date, Mode and Benefit Option under RA 8291 and PD 1146.***

With this development, we respectfully request the assistance of your office to disseminate information on the policy shift as explained in the attached Memorandum Circular.

The following are among the salient provisions of BR No.47 as contained in the Memorandum Circular:

- Subject to conditions, retired members under RA 8291 may convert to any GSIS retirement mode, retirement option, retirement benefit, provided that retirement proceeds have not yet been credited to the member's account nor check received by the member or his authorized representative.
- BR No.47 also allows retirees under PD 1146, who are qualified to receive future payment, to request for change in retirement mode and option (from 5 year lump sum to immediate pension and vice versa) so they can fully enjoy the benefit package they deem most favorable to them.

With your help, we hope we could disseminate this important information to GSIS members in your office.

Thank you for your consideration.

Very truly yours,



**Atty. JESUS CLINT O. ARANAS**  
 President and General Manager

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# GSIS Government Service Insurance System

Financial Center, Pasay City, Metro Manila 1308

## GSIS Memorandum Circular No. 001-BR 47-18 Series of 2018

TO : HEADS OF CONSTITUTIONAL BODIES; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT UNITS; GOVERNMENT OWNED OR CONTROLLED CORPORATIONS; STATE UNIVERSITIES AND COLLEGES; AND ALL OTHER CONCERNED

SUBJECT : REVISED POLICY ALLOWING CHANGE IN RETIREMENT DATE, RETIREMENT MODE, AND RETIREMENT BENEFIT OPTION UNDER REPUBLIC ACT 8291 AND PRESIDENTIAL DECREE NO. 1146

The existing policy guidelines allowing change in retirement date, mode, and benefit option, as approved under Board Resolution No. 69 dated 11 June 2014, allow retired members under Republic Act (RA) 8291 to convert to any other GSIS retirement mode or change their retirement option (from *five-year lump sum and monthly pension after five years* to *18-month cash payment with immediate pension*, or vice versa) provided that the retirement proceeds have neither been credited to the member's bank account nor the retirement check received by the member or his/her authorized representative.

The policy, however, does not include retirees under Presidential Decree (PD) No. 1146.

To ensure adherence to the constitutional guarantee of equal protection of the law and other applicable legal and regulatory requirements, the following revisions (underscored texts) in the existing policy guidelines on change in retirement date, retirement mode, and retirement benefit option shall be implemented effective 5 April 2018 per Board Resolution No. 47 dated 13 March 2018.

Under the revised policy, a member, after filing an application for retirement, may be allowed to request for conversion of retirement mode, change in retirement option, or change in retirement date, subject to the following conditions or requirements:

Request	Condition/Requirement
1. Conversion of retirement mode from RA 8291 to any other retirement mode administered by GSIS and vice versa;	a. The member has not yet been paid his/her retirement proceeds through any of the following means: 1. eCrediting to the member's bank account; 2. <u>Negotiation of the check either through bank deposit or encashment</u> by the member or his/her authorized representative.

	b. Submission of a written request to the GSIS branch office/department where the application was filed.
2. Change in retirement benefit option under RA 8291, from 18 months cash payment plus immediate pension, to 5-year lump sum, and vice versa	Same as item number 1.
3. <u>Change in retirement benefit option under PD1146, from 5-year lumpsum and pension at age 60 to immediate pension, and vice versa</u>	<u>Same as item number 1.</u>
4. Change in Retirement Date	<p>a. Same as item number 1.</p> <p>b. The member has continued his/her government service, without gap or break in the service, from the original retirement date indicated in the application form that was used by the GSIS as the basis in processing the retirement benefits, up to the date when the member has finally chosen to retire or upon reaching the compulsory retirement age, whichever comes first.</p>

Any policies, circulars, and other internal issuances containing provisions inconsistent with this guidelines are suspended, amended, and/or revised accordingly.

  
**JESUS CLINT O. ARANAS**  
 President and General Manager

05 JUL 2018