

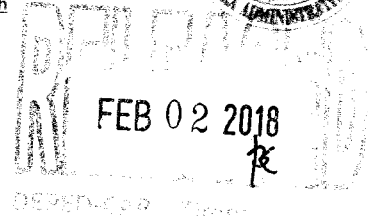


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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January 26, 2018




REGIONAL MEMORANDUM
No. **047-2018**

DISSEMINATION OF DBM CIRCULAR LETTER NO. 2018-4 DATED JANUARY 24, 2018

TO: Schools Division Superintendent
Secondary School Heads of Implementing Units
Division Accountants and Budget Officers
Senior Bookkeepers of Implementing Units
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Department of Budget and Management Circular Letter No. 2018-4 dated January 24, 2018, entitled: Modified Guidelines for the Payment of Retirement Gratuity and Terminal Leave (RG/TL) Benefits.
2. The Circular Letter directs Operating Units (Implementing Units) to use their **Regular MDS-Sub accounts** for payment of RG/TL benefits effective **February 1, 2018**.
3. In accordance with Item 4.0 of the Circular Letter, all OUs shall use the Advice to Debit Account (ADA) mode of payment in the settlement of RG/TL benefits.
4. Schools Division Offices and Schools Classified as Implementing Units shall make the necessary steps to close the **Special MDS account for RG/TL benefits** with their government servicing banks.
5. Immediate dissemination of this Joint Circular is desired.


MAY B. ECLAR, Ph.D., CESO V
Officer-in-Charge
Office of the Regional Director

SGT/clp
Encl.: As stated.

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



CIRCULAR LETTER

No. 2018 - 4
January 24, 2018

TO : All Heads of Departments/Agencies/State Universities and Colleges and Other Offices of the National Government, Budget Officers; Heads of Accounting Units, COA Auditors, Heads of Modified Disbursement System-Government Servicing Banks (MDS-GSBs) and All Others Concerned

SUBJECT : **Modified Guidelines for the Payment of Retirement Gratuity and Terminal Leave (RG/TL) Benefits**

- 1.0 Pursuant to Budget Circular No. 2013-1, dated April 12, 2013 (Guidelines Prescribing the Documentary Requirements and Procedures in Processing/Payment of Retirement Benefits of Government Employees) and Circular Letter No. 2011-15, dated December 26, 2011 (Validity of Notice of Cash Allocation (NCA)) the following are being observed in the issuance and crediting of NCAs for the payment of RG/TL benefits:
 - 1.1 NCAs for the purpose shall be credited to Special MDS Sub-Accounts effective upon issuance; and
 - 1.2 Shall be valid up to the last working day of the following month.
- 2.0 In line with the policy of maximizing the use of the available resources in FY 2018 and reducing the number of existing MDS sub-accounts, operating units (OUs) are directed to use their **Regular MDS-Sub Accounts** for payment of RG/TL benefits effective February 1, 2018.
 - 2.1 The validity of NCAs issued for RG/TL shall thus be from the date of issuance of the NCA until the end of the quarter said NCA was issued.
 - 2.2 All OUs concerned shall make the necessary coordination with their respective MDS Government Servicing Banks for the closing of their Special MDS Sub-Account.
- 3.0 All NCAs issued for RG/TL benefits prior to February 1, 2018 shall still follow the lapsing of one month after issuance.
- 4.0 It is understood that all OUs shall use the Advice to Debit Account (ADA) mode of payment in the settlement of RG/TL benefits.
- 5.0 All provisions of existing circulars and other issuances inconsistent with this Circular are hereby rescinded/repealed and/or modified accordingly.

- 6.0 Except as expressly repealed, or by necessary implication, modified by this Circular, the existing provisions regarding the documentary requirements for the processing of requests for payment of RG/TL Benefits, shall remain in full force and effect.
- 7.0 This Circular shall be effective immediately and remain to be in force unless otherwise repealed/amended.

5 C. S.
BENJAMIN E. DIOKNO
Secretary *g*

