

REVENUE MEMORANDUM ORDER NO. 76-99 dated October 08, 1999 prescribes the policies and guidelines to facilitate the processing of application for retirement and the immediate release of benefits to retirees. All automatic retirees must be cleared of their money and property accountabilities six (6) months before their retirement date to give them ample time to prepare their retirement documents. Processing of the clearances of retirees will be given priority by all offices concerned to avoid delay and ensure the immediate release of retirement benefits.