AREA II

FACULTY

PARAMETER D:

RANK AND TENURE

I.2

I.2 Retirement, separation or termination benefits are implemented in accordance with institutional and government (CSC, GSIS/DBM policies and guidelines)

committed which are directly related to the lawful discharge of their official duties and functions and/or in defense of University policies and regulations (USM Code, Article 105, Section 1).

7.1.3.4 Retirement Privileges

In addition to the benefits granted under existing laws, retired members of the teaching shall be afforded the privilege to participate in major university programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations (USM Code, Article 106, Section 1).

Subject to the provisions of applicable laws and regulations and the approval of the Board of Regents, a retired faculty member with the rank of full professor may be appointed Professor Emeritus, provided that the following requirements are met:

a. He/she must have rendered at least 20 consecutive years of active and faithful service to the University
b. He/she must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated teacher; and
c. He/she must be a holder of doctoral degree and preference shall be made in favor of those who have served the University as, at least, Dean or Director (USM Code, Article 106, Section 2).

A special committee shall be constituted by the President of the University from among the senior faculty members of the discipline where the retired professor belongs and shall be responsible in evaluating the credentials of the nominee for emeritus appointment. The Committee shall submit its recommendation to the President for endorsement to, and approval by the Board of Regents.

The special committee shall be composed of Vice President for Academic Affairs as Chairperson, the Dean where the nominee belongs, as Vice Chairperson, and three (3) senior faculty of the discipline as members.

7.2. Benefits

7.2.1. Government Service Insurance System (GSIS) Benefits

The Government Service Insurance System Act of 1977 (RA 8292) provides compulsory membership to all government employees receiving monthly compensation and who have not reached the compulsory retirement age, irrespective of employment status.

Among the benefits derived from membership in the system are.

a. Separation benefits
b. Unemployment or involuntary separation benefits
c. Retirement benefits
d. Disability benefits
e. Survivorship benefits
f. Funeral benefits
g. Life Insurance benefits
h. Availment of Loans

7.2.2. Home Development Mutual Fund (Pag-IBIG)

The fund was set up mainly for housing purposes. By virtue of RA 7742, effective January 1, 1995, membership is mandatory for employees with a minimum of Php 4,000.00 monthly income. However, those below Php 4,000.00 are voluntary. The monthly premium contribution of members ranges from monthly minimum Salary Base (SB) of Php 4,000.00 to maximum Salary Base of Php 20,000.00, the monthly Personnel Share (PS) is equal to SB * 1.25 \% The Employer Share (ES) is equivalent to Personal Share. The government pays the employer share to the fund.

Besides granting the employee a housing loan, appliance and multi-purpose loan, other benefits includes:

1. Total Accumulated Value (TAV). This will be granted to employee upon termination of his/her membership (retirement, resignation or maturity). TAV includes government's and employee's contributions;
2. Death Dividends. This is granted to employee's beneficiaries upon death, in addition to his/her total accumulated savings plus earned dividends' and fixed dividends. This will be given to employees without outstanding loan.

7.2.3. Philippine Health Insurance Corporation (PhilHealth)

All government employees are automatically covered by PhilHealth. Their dependents are covered under the plan of hospitalization, surgical and medical. The plan includes government employees whose term of office is not less than 60 days.

Medical benefits are not cumulative. They are forfeited if not utilized within a calendar year.

The State Insurance Fund (SIF) policy of the state is to promote and develop a tax-exempt employee's compensation program whereby employees and their dependent, may promptly secure adequate income benefits, medical and related benefits. The employer contributes 1% of the employee's monthly salary but not to exceed Php 30.00 for SIF

SIF covers all employers and their employees not over 60 years of age, those above 60 years old and those paying contributions to qualify their retirement under

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HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

MEMORANDUM No. 01
Series of 2026

TO: **ALL CONCERNED PERMANENT EMPLOYEES**

SUBJECT: **CALL FOR INTENT TO APPLY FOR OPTIONAL RETIREMENT AND MONETIZATION FOR CY 2027**

DATE: **JANUARY 8, 2026**

In line with workforce planning, budget preparation, and compliance with existing **Civil Service Commission (CSC)** and **DBM guidelines**, the Human Resource Management and Development Office (HRMDO) hereby calls for the submission of **Intent to Apply** for the following:

1. *Optional Retirement for Calendar Year (CY) 2027; and*
2. *Monetization of Leave Credits for CY 2027.*

All qualified employees who intend to avail of optional retirement and/or monetization of leave credits in 2027 are advised to submit a **written Letter of Intent** addressed to the University President, through the HRMDO, **on or before January 30, 2026**.

The submission of intent is for planning and projection purposes only and shall not be construed as a final or irrevocable application. Separate and formal applications, together with complete documentary requirements, shall be required at the appropriate time, subject to existing rules and availability of funds.

Concerned employees are encouraged to coordinate with the HRMDO for guidance on eligibility, requirements, and applicable policies.

For information and guidance.

NERISSA G. DELA VIÑA, PhD
Director, HRMDO

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

BAGONG PILIPINAS