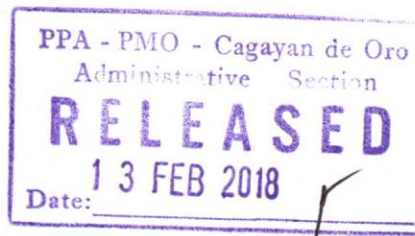


13 FEB 2018



**PMO MOC ADMINISTRATIVE CIRCULAR**

No. 002-18

**TO :** All Employees  
This PMO

**FROM :** The Manager  
Administrative Division  
This PMO

**SUBJECT :** PRESCRIBING GUIDELINES AND PROCEDURES FOR THE ACCEPTANCE OF RESIGNATION LETTERS, PROCESSING OF RETIREMENT APPLICATIONS AND RELEASE OF RETIREMENT BENEFITS TO PPA OFFICIALS AND EMPLOYEES

Disseminating herewith is the PPA Memorandum Circular No. 13-2017 dated 29 December 2017, "Prescribing Guidelines and Procedures for the Acceptance of Resignation Letters, Processing of Retirement Applications and Release of Retirement Benefits to PPA Officials and Employees.

Moreover, these guidelines and procedures shall govern the acceptance of resignation letters, processing of the clearance requirements, approval of applications for all forms of retirement of PPA official and personnel and release/payment of retirement gratuities and other related benefits payable from and/or chargeable against internal corporate PPA funds.

For information and guidance.

  
**GUILBERT ANTHONY D. GIMENO**