



Republic of the Philippines
Department of Transportation and Communications

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Office of the Director General

APR 24, 2014

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OF THE PHILIPPINES**
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CAAP MEMORANDUM CIRCULAR
No. 17-14 -2014

AIDA S. ROMULO
Chief, Central Records
and Archives Division

SUBJECT: Prescribing the Guidelines That Shall Govern the Grant of Death/Separation Benefits to CAAP Officials and Employees Who Die in the Line of Duty

To ensure the timely payment of GSIS survivorship and other subsidiary death benefits to CAAP officials and employees who die in the line of duty, and to facilitate the judicious settlement and determination of legitimate beneficiaries and/or claimants, the Civil Aviation Authority of the Philippines (CAAP) hereby prescribes the following policy guidelines that shall govern GSIS survivorship benefit claims and payment of other supplemental CAAP employee death benefits, for information and compliance of all concerned.

1. COVERAGE

The herein policy and guidelines prescribed for this purpose shall apply to GSIS survivorship pension and death benefits, including other subsidiary/supplemental death benefits under non-GSIS mutual benefit associations, of regularly appointed CAAP officials and employees who die in the line of duty or while in the service of CAAP, payable to legitimate beneficiaries as defined in this Circular.

2. GSIS DEATH AND SURVIVORSHIP BENEFITS

- 2.1. Regularly appointed CAAP officials and employees who die in the line of duty and who are members in good standing of the GSIS are entitled to a Funeral Expense Benefit of Php20,000.00 payable to beneficiaries who are able to show or hold proof of funeral expenses spent for the burial of the deceased CAAP employee-member.
- 2.2 They are likewise entitled to cash and/or pension benefits under existing GSIS rules and regulations on survivorship.

3. OTHER SUPPLEMENTAL DEATH BENEFITS

- 3.1 CAAP officials and employees who are regular contributing members of other non-GSIS mutual benefit associations, such as the ATO Employee Mutual Relief Association (AEMRA), and other similar associations, shall likewise be entitled to the amount of death benefit provided under the respective mutual benefit arrangements/agreements they had entered into.

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- 3.2 Supplemental death benefits under this provision shall be payable to legal and legitimate heirs/beneficiaries as defined by the respective mutual benefit association concerned, provided such definitions shall be in accordance with pertinent specific provisions of the Family Code of the Philippines.

4. ENTITLEMENT TO GSIS SURVIVORSHIP BENEFITS

- 4.1 Primary beneficiaries, defined under GSIS retirement laws to include only surviving legal spouse and dependent children, or the secondary beneficiaries defined under GSIS retirement laws, as the case may be, shall be entitled to applicable survivorship benefits.
- 4.1.1 Primary beneficiaries shall only include the legitimate spouse, until he/she remarries/co-habits or engages in a common-law relationship, and the dependent legitimate, legally adopted or legitimated children, including illegitimate children, who have not reached the age of majority, or those who may have reached the age of majority but are incapacitated and are incapable of self-support due to a mental or physical defect acquired prior to age of majority.
- 4.1.2 Secondary beneficiaries under this Circular are those defined under GSIS retirement laws as the dependent parents and legitimate descendants, subject, however, to restrictions on dependent children.
- 4.2 Secondary beneficiaries, as defined in this Circular, shall only be entitled to applicable survivorship benefits if there are no primary beneficiaries, subject however, to proper adjudication by the GSIS.
- 4.3 Respective amounts of survivorship pension shall be determined and adjudicated by the GSIS in accordance with existing provisions of applicable GSIS retirement laws and GSIS Management Implementing Guidelines (MIGs) issued for the purpose.

5. DOCUMENTARY REQUIREMENTS

- 5.1 Documentary requirements for availment of survivorship benefits by qualified and legitimate beneficiaries as defined under this Circular shall be compliant with the following GSIS documentation requirements prescribed under pertinent GSIS Management Implementing Guidelines issued for this purpose.

5.1.1 Deceased Married Employee

- (i) Death certificate of the CAAP employee issued by the National Statistics Office;

- (ii) Marriage Certificate/Contract between the CAAP employee and surviving spouse issued by the NSO;
- (iii) Affidavit of surviving spouse in the form prescribed by the GSIS;
- (iv) Birth Certificate(s) of minor or incapacitated children, if the legal spouse is no longer surviving;
- (v) Affidavit of Guardianship in the prescribed GSIS form, covering minor or incapacitated children of the deceased CAAP employee;
- (vi) The above Affidavit of Guardianship shall be further supported by relevant Certification issued by the Barangay Chairman and the local DSWD Office in case the legal guardian of minor or incapacitated children beneficiaries is not the natural parent.

5.1.2 Deceased Single Employee

- (i) Affidavit of Guardianship in the prescribed GSIS form covering minor or incapacitated children of the deceased single CAAP employee;
- (ii) The above Affidavit of Guardianship shall be further supported by relevant Certification issued by the Barangay Chairman and the local DSWD Office in case the legal guardian of minor or incapacitated children beneficiaries is not the natural parent.

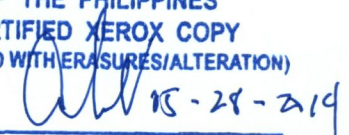
5.1.3 Deceased Employee with No Primary Beneficiaries (With Parents as Secondary Beneficiaries)

- (i) Birth Certificate of the deceased CAAP employee concerned, issued by the National Statistics Office (NSO);
- (ii) Marriage Certificate/Contract covering Parents of the deceased CAAP employee, issued by NSO;
- (iii) Birth Certificates of the Parents of the deceased CAAP employee.

5.1.4 Deceased Employee with No Primary Beneficiaries (With Siblings as Secondary Beneficiaries)

- (i) Death Certificate issued by the NSO attesting to the demise of the Parents of the deceased CAAP employee, including all other requirements prescribed in Item No. 5.1.3 above.

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- (ii) Affidavit of surviving legal heirs stating among others that affiants are the only surviving heirs of the deceased CAAP employee, and that they are executing the said instrument for the purpose of claiming survivorship or other death benefits from GSIS and other non-GSIS mutual benefits associations where the deceased CAAP employee is a contributing member;
 - (iii) Birth Certificates of all siblings of the deceased CAAP employee, issued by the NSO;
 - (iv) Marriage Certificates/Contracts issued by the NSO covering all female siblings of the deceased CAAP employee;
 - (v) Certified true copy of legal instrument attesting to an extra-judicial settlement designating one (1) payee among legal heirs of the deceased CAAP employee.
- 5.2 The Human Resources Management Division (HRMD) in CAAP Central Office, and the respective duly designated Personnel-In-Charge in the Area Centers who shall act as Survivorship Claim Facilitator for purposes of this Circular, shall be required to maintain an updated checklist of documentary requirements for the different categories of beneficiaries prescribed by the GSIS for survivorship benefit claims.
- 5.3 Claims for death and other survivorship-related benefits of CAAP officials and employees who are appointed in regular plantilla positions in the particular CAAP Area Center or Airport, and whose monthly GSIS premiums/contributions are regularly remitted at the respective GSIS regional office, shall be filed for adjudication and payment at the respective GSIS regional office concerned, and shall be facilitated and processed by the duly designated Area Center Personnel In Charge acting as Survivorship Claim Facilitator, subject to the requisite official CAAP clearance and other separation requirements prescribed for the purpose.
- 5.4 Claims for other supplemental death benefits due from other non-GSIS mutual benefit associations such as the Pag-Ibig Fund, Philhealth, , and other similar private mutual benefit organizations such as AMWSLAI, AMREA, etc. where the deceased CAAP employee is a contributing member, shall also be supported by the herein prescribed documentary requirements, whichever is applicable.

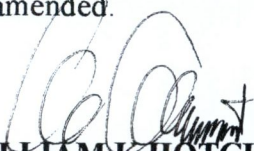
6. OFFICIAL RESPONSIBILITY FOR IMPLEMENTATION

The Administrative Department and the Human Resources Management Division in CAAP Central Office shall jointly be responsible for the proper implementation of the provisions of this Circular to facilitate the timely processing of death and survivorship benefits under this Circular.

For this purpose, a Survivorship Officer shall be designated in CAAP Central Office to handle death benefit and survivorship claims with the GSIS, in coordination with the duly designated CAAP-GSIS Liaison Officer. The said HRMD Survivorship Officer shall likewise provide necessary assistance to the respective CAAP Area Center Personnel In Charge, as the need arises, to facilitate the processing of death and other survivorship-related claims filed by regular CAAP Area Center/Airport officials and employees at the GSIS regional offices under Item 5.3 of this Circular.

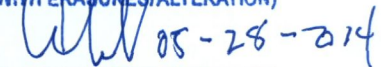
All existing GSIS retirement provisions governing the grant and payment of survivorship and death benefits to qualified beneficiaries shall have suppletory effect to this Circular.

This Memorandum Circular shall take effect immediately and shall remain in force until revoked or otherwise amended.



LT GEN WILLIAM K HOTCHKISS III AFP (Ret)
Director General

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