

## How do I...

### Request for an Extension of Service Beyond Compulsory Retirement Age

#### Documentary Requirements

1. Letter request by the head of agency citing the justifications for such extension.
2. Service record of the concerned employee.
3. Birth certificate of the employee authenticated by the National Statistics Office (NSO)
  - In case employee's birth was not registered
    - 3a. Delayed Registration of Birth authenticated by the NSO; or
    - 3b. Certificate of No Birth Record authenticated by NSO
  - Other Authenticated Supporting Documents:
    1. Baptismal certificate
    2. Affidavit of two (2) Disinterested Witnesses
    3. Other employment, Personal, or School Records which would support the entry reflected in the delayed registered birth certificate
4. Medical Certificate stating that the employee is mentally and physically fit to perform the duties and functions of his/her position.
5. Proof of Payment of the filing fee.

#### Filing Fee

P 200.00

- Payment Mode:
  1. Cash; or
  2. Postal Money Order (payable to **Civil Service Commission**); or
  3. Cheque (payable to **Civil Service Commission**)

#### When to File Request

The request should be submitted not later than 3 months prior to the date of the official's/ employee's compulsory retirement.

#### Where to File Request

The letter request, together with the above-mentioned requirements, shall be submitted to the:

The Office of the Chairman  
Civil Service Commission  
Constitution Hills  
Batasang Pambansa Complex  
1126 Diliman, Quezon City