

**PHILIPPINE PUBLIC SCHOOL TEACHER ASSOCIATION**

245 Banawe St., Quezon City

**Retirement Claims Division**

Website: [www.ppsta.net](http://www.ppsta.net); Email: [support@ppsta.com](mailto:support@ppsta.com)

Tel Nos.: (02) 988-14-20 or 988-14-19 loc. 303 to 307

Mobile Nos: 0906-2538260/0917-5714986

**Sir / Madam:**

I have the honor to submit herewith a claim application for benefit under the New Mutual Retirement Benefit System (NMRBS), Mutual Retirement Benefit System (MRBS), and Mutual Retirement Benefit System Plus (MRBS Plus). The following information is hereby furnished for the Retirement Benefit of the \_\_\_\_\_

**A. General Requirements - Retirement claim:**

**Certificate of Membership:**

NMRBS Policy     MRBS Policy     MRBS Plus Policy

In case of loss, **Affidavit of Loss** (re: PPSTA Certificate)

**Original Updated Service Record with LAWOP** (date of retirement is indicated) or **GSIS Retirement Voucher**

**Clear photocopy of two Valid ID's with signature** (back and front)

**Letter of Intent**

**Latest Payslip**

**B. Other Requirements**

**Authorization Letter**

**CASE 1 – DISCREPANCIES**

**Birth Certificate issued by the NSO**

**Remarks:**

**Deduct MAS payment ?**     YES     NO

**Mail my check to:**     Sub-office     Home Address    **OR**     coming on schedule date \_\_\_\_\_

**Upon receipt of the proceeds of the said benefit, I shall release and forever discharge the Association, its assigns and successors-in-interest from any similar claims whatsoever arising from my membership with the Association.**

**2 Specimen Signatures**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signed Over Printed Name  
(Member)**

\_\_\_\_\_  
**Address:**

\_\_\_\_\_  
**Contact Number:**