



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OCT 04 2023

DIVISION ADVISORY
No. 194, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Office Personnel
All Others Concerned

This Office informs all concerned regarding the step-by-step instructions for GSIS members to successfully apply for an emergency loan and all other GSIS loans:

1. Every active GSIS member with a permanent appointment status for at least six months and whose net pay is not less than **five thousand pesos (P5,000.00)** after the projected deductions is eligible to apply.
2. The applicant shall send a clear copy/ photo scan of the: **Latest Payslip and Loan Computation from GWAPS kiosk or GSIS touch.** to verifier.r3.pignacio@deped.gov.ph using the **borrower's DepEd email.**
3. The following documents shall be submitted to the SDO (Attn:Verifier):
 - Authority to Deduct Form (see attachment)
 - Photocopy of two (2) valid ID's with 3 specimen signatures.
4. The verifier will review the application and notify the applicant of the status on a first come first serve basis. Applicants are instructed to wait for the approval of the verifier and refrain from resending the email.
5. If approved, the GSIS will then disburse the loan proceeds to applicant's account.
6. Attached is a copy of Member's Request Sheet for information and inquiries.

Please be guided accordingly.


CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

In compliance with DepEd Order No. 8 s. 2013, this Division Advisory is issued not for endorsement per D.O. 28 s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public.

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September 28, 2023

GSIS BATAAN BRANCH OFFICE