

Republic of the Philippines

Department of Education

REGION III SCHOOLS DIVISION OFFICE OF BATAAN

OCT 0 4 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 Loan Computation from GWAPS kiosk or GSIS touch. and 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.

S1/ad25 September 28, 2023

















PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN (GOVERNMENT SERVICE INSURANCE SYSTEM)

BATAAN BRANCH OFFICE

Dinalupihan, Bataan

The Regional Director Department of Education Regional Office III Maimpis, City of San Fernando, Pampanga

MEMBER'S REQUEST SHEET

Date:	Policy No
Name:(Please Print)	Employee No
	Station/Division No
Office Address:	
Please effect the following request(s) from my monthly sal	
NATURE OF REQUEST: () DEDUCT) ADJUST
ACCOUNT	MONTHLY INSTALLMENT
 () MULTI-PURPOSE LOAN (MPL) () E-CARD PLUS CASH ADVANCE LOAN (eCAP L () ENHANCED SALARY LOAN (ESL) () RESTRUCTURED SALARY LOAN (RSL) () SALARY LOAN REGULAR (SLR) () POLICY LOAN REGULAR (PRG) () EMERGENCY LOAN (EML) () EMERGENCY LOAN ASSISTANCE (ELA) () SUMMER ONE (1) MO. SALARY LOAN (SOS) () CASH ADVANCE LOAN (CAL) () UOLI PREMIUM (Unlimited Optional Life Insurance) () UOLI LOAN – POLICY LOAN OPTIONAL (POL) (Unlimited Optional Life Insurance) () GSIS FINANCIAL ASSISTANCE LOAN (GFAL) () COMPUTER LOAN () HOSP. INS. PLAN Please indicate the date of first deduction from payroll:	LOAN)
	Noted:
EMPLOYEE'S PRINTED NAME & SIGNATURE GSIS ID. NO	GSIS BATAAN BRANCH OFFICE