



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : ALL HEADS OF OFFICES AND EMPLOYEES
DENR Central Office

FROM : THE DIRECTOR
Administrative Service

SUBJECT : **GSIS ADVISORIES**

DATE : April 25, 2005

This is to disseminate the following G SIS advisories:

1. G SIS Board Resolution No. 14 dated February 2, 2005
2. G SIS Memo Circular 01-05 dated March 29, 2005
3. G SIS Memo Circular 02-05 dated March 28, 2005
4. Documentary Requirements for Loans and Claims

For your information and guidance.


RAMON M. EZPELETA, CESO IV

Enclosed: As stated.

Ueno 138

GSIS-H

RESOLUTION NO. 14

RESOLVED, to **DIRECT** the Office of the Vice President (Public Affairs Office) to conduct an information campaign, in coordination with the Senior Vice President (Social Insurance Group) and the Senior Vice President (Field Operations Group) to:

1. disseminate Resolution No. 202 dated September 15, 2004;

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2. Inform GSIS members that under the law, they have the right to seek information or certifications needed from their employers with regard to the collection and remittance of premium contributions, loan amortization and other accounts due the GSIS and that they can even commence criminal action against them or the personnel of such government agencies who are involved in the collection and remittances of the accounts;
3. encourage GSIS members to keep their pay slips for future cross-reference;
4. convince heads of government agencies to cooperate with the GSIS by providing the System with the information that would help GSIS in the reconciliation of databases of GSIS members;
5. inform GSIS members that at any given time, they can access the GSIS web site www.gsis.gov.ph, to make an inquiry and monitor the performance of government agencies as to the status of their premiums and loans account balances with the System; and
6. to inform GSIS members who are retiring or about to retire that they can retire any time they wish to retire, subject to re-adjustment. Any discrepancies in the data will be corrected upon reconciliation of records.

Encl: to SAC.

March 29, 2005

MEMORANDUM CIRCULAR NO. 01-05


TO : ALL HEADS OF DEPARTMENTS AND COMMISSIONS, PRESIDENTS OF STATE UNIVERSITIES AND COLLEGES, CHIEFS OF BUREAUS AND OFFICES, MANAGING HEADS OF GOVERNMENT OWNED AND CONTROLLED CORPORATIONS, ACCOUNTING, FINANCE, COLLECTING AND/OR DISBURSING OFFICERS THEREOF, AUDITORS, METRO MANILA/PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS AND TREASURERS, ALL GSIS MEMBERS AND OTHERS CONCERNED

SUBJECT : SECONDARY EVIDENCES OF GSIS LOAN REPAYMENTS

In response to the mounting clamor from members for GSIS to update their loan records on the basis of documents other than the Agency Remittance Lists, the GSIS Board of Trustees has approved under its Resolution No. 202 dated 15 September 2004 the acceptance of secondary evidences of payments, subject to the following guidelines:

1. The acceptable secondary evidences of payments shall be any of the following:
 - Office Payroll
 - Salary Payslip
 - Agency Salary Index Card
2. Acceptance of secondary evidence shall only apply to monthly loan repayments that were due and payable prior to July 1997. Monthly loan repayments from July 1997 onwards shall be recorded on the basis of Agency Remittance Lists.

C: to SAC.

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3. Submitted secondary evidence of loan repayments shall be certified by the duly authorized Agency Finance or Accounting Officer whose specimen signatures are current and on file with the GSIS Home Office, District Offices, Field Offices or Satellite Offices.
 4. Secondary evidences need not be accompanied by Official Receipts showing remittance of the loan repayments subject of the documents presented.

All concerned are hereby encouraged to submit to their servicing GSIS Office the aforementioned acceptable secondary evidences in order to facilitate reconciliation and updating of individual members' loan accounts.

Please be guided accordingly.



WINSTON F. GARCIA
President & General Manager

Rec: As sdc



AGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
Financial Center, Pasay City, Metro Manila 1308

March 2005

MEMORANDUM CIRCULAR NO. 02-05

TO : ALL HEADS OF DEPARTMENTS AND COMMISSIONS,
PRESIDENTS OF STATE UNIVERSITIES AND
COLLEGES, CHIEFS OF BUREAUS AND OFFICES,
MANAGING HEADS OF GOVERNMENT-OWNED AND
CONTROLLED CORPORATIONS, ACCOUNTING,
FINANCE, COLLECTING AND/OR DISBURSING
OFFICERS THEREOF, AUDITORS, METRO
MANILA/PROVINCIAL GOVERNORS, CITY, AND
MUNICIPAL MAYORS AND TREASURERS, ALL GSIS
MEMBERS AND OTHERS CONCERNED

SUBJECT : GSIS CHECKS FOR LOANS AND BENEFITS

To further improve GSIS services, effective 1 April 2005, the proceeds of all types of loans and benefits shall be paid thru Philippine National Bank (PNB) checks except those issued by the following GSIS offices which shall use UnionBank of the Philippines (UBP) checks:

- GSIS Central Office in Pasay City
- GSIS Quezon City Field Office
- GSIS Pampanga Field Office
- GSIS Cebu Field Office
- GSIS Davao Field Office

As an added security measure to prevent fraud and to further ensure that intended beneficiaries receive the proceeds of GSIS loans and benefits, the System has adopted the crossed-check policy in April 2003. This means that all GSIS issued checks are for deposit to payee's account only.

However, members may still encash their PNB or UBP checks at the respective PNB or UBP branch anywhere in the country up to 31 May 2005 only. After this date, GSIS shall strictly enforce the crossed-check policy. This means that effective 1 June 2005, GSIS issued checks can only be encashed if deposited to the payee's bank account and shall no longer be accommodated for over-the-counter encashment.

Members are therefore encouraged to open an account with a bank of their choice to where they can deposit their checks. For the benefit of the members, GSIS has arranged with PNB an opening and maintaining balance requirement of only P500.00 instead of the normal requirement of P5,000.00.

For members who will acquire or have acquired their GSIS eCard, the proceeds of their loans and claims shall be credited to their eCard account with UnionBank. Thus, there is no more need for the members to open another account. The eCard account with UBP requires no maintaining balance and members can withdraw the proceeds of their loans and benefits through UBP ATMs and over 5,000 Megalink, Bancnet and Expressnet ATMs anywhere in the country.


WINSTON F. GARCIA
President and General Manager

Encl: to staff.