MEMORANDUM

FOR/TO : **All DENR Officials and Employees**

FROM : **THE UNDERSECRETARY**
Legal, Administration, Finance, Human Resources, and Information Systems

SUBJECT : **GSIS FINANCIAL ASSISTANCE LOAN (GFAL) II PROGRAM**

DATE : 26 August 2020

We would like to inform you that the Memorandum of Agreement (MOA) on GSIS Financial Assistance Loan (GFAL) II Program between the Department of Environment and Natural Resources (DENR) and the Government Service Insurance System (GSIS) has been signed by both parties. The GSIS has started to accept applications. Please be advised that application period is until 31 December 2020 only.

The following are the steps/guide on how to apply for GFAL loan:

1. Accomplish the GFAL II application form and the GSIS prescribed Statement of Account (SOA) accurately and completely. The GFAL II application form and GSIS SOA are downloadable from the GSIS website;
2. Secure/complete the required documentary requirements. Please refer to the attached checklist of requirements. Only completely-filled out applications with complete requirements will be accepted and processed:
3. File your application at designated GSIS Offices through email. For DENR Central Office employees, via email **gfal_ncrgroup@gsis.gov.ph**.
4. Watch the Financial Literacy Video 2020 at the GSIS website link. After watching the video, answer the Financial Literacy Quiz and send it via email with the subject title: GSIS Financial Literacy Quiz_BP Number_Last Name_First Name_Agency;
5. Undergo the counseling process through video call that will be scheduled by the GSIS. Please make sure to have a messenger or viber account.

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'Further, the "Top-Up" option shall be available to a member-borrower whose outstanding loan obligations from lending institutions to be applied under GFAL II has not reached the maximum amount of Php500,000.00.

The following are the conditions in filing the GFAL II loan application:

1. The net take home pay is not lower than the amount required under the General Appropriations Act (GAA) after all required monthly obligations have been deducted;
2. First time availees may apply for the GFAL II and "Top-Up" option simultaneously, and the two shall be processed at the same time with only one loan header created;
3. Must be an active regular member with at least three (3) years of periods with paid premiums (PPP);
4. Has no pending administrative case and/or criminal charge;
5. Is not on Leave Without Pay (LWOP) at the time of availment;
6. Has no due and demandable loan account/s with the GSIS.

You will be notified by the GSIS (through call or text) once the check for loan proceeds, payable to the account of the lending institution, is ready for pick-up. The GSIS will likewise inform the lending institution/s of the availability of check/s for release. On the other hand, the proceeds of the Top-Up amount shall be payable directly to the member-borrower through check.

For information and guidance.

ATTY. ERNESTO D. ADOBO, JR., CESO I

CHECKLIST OF REQUIREMENTS
(GSIS Financial Assistance Loan (GFAL) II)

☐ 1. Properly filled out GFAL II Application Form

☐ 2. GSIS prescribed Statement of Account (SOA) with clear photocopy of I.D. of the authorized representative (of lending institution) who will claim the check from the GSIS with contact details (i.e. telephone or cellphone number)

☐ 3. Borrower Loan Agreement, Loan Voucher and/or other certified documents indicating the details of the loan from the accredited lending institution/s, such as original loan amount, net loan, term of loan, interest rate, monthly amortization and due date of first loan amortization

☐ 4. Latest payslip certified as true copy by the Agency Authorized Officer (AAO)

☐ 5. Certification of No Pending Administrative Case

☐ 6. NBI Clearance

☐ 7. Sandiganbayan Clearance (if third level appointee)