



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DA 2020 - 08 - 27
 DEPED MALAYBALAY CITY
 RELEASED
 DATE: _____ TIME: 2:30
 AUG _____ gram

DIVISION ADVISORY

TO : **Asst. Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 School Heads (Elementary and Secondary)
 Unit Heads and Staff
 All Others Concerned**

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**
 Schools Division Superintendent

Date: August 11, 2020

Re : **PROCEDURE IN THE FILING AND PROCESSING OF GFAL AND
 TOP-UP LOAN OPTION APPLICATION UNDER THE NEW NORMAL**

For the information and guidance of all concerned, this office disseminates the herein communication from GSIS, Malaybalay Branch Office dated August 4, 2020 which states that the GSIS Financial Assistance Loan (GFAL) and Top-Up Loan option program will resume, effective August 15, 2020. In light of COVID-19 pandemic situation, GSIS Malaybalay Branch Office has adopted a MODIFIED PROCEDURE on the filing and processing of applications. Please see attached detailed procedure for your reference.

Encl.:
 As stated

Copy furnished:
 Administrative Services
 GSIS AAOs

TO BE POSTED IN THE WEBSITE





GSIS Government Service Insurance System
MALAYBALAY BRANCH OFFICE

August 4, 2020

DR. VICTORIA V. GAZO

OIC-Schools Division Superintendent
Department of Education - Division of Malaybalay City
Sayre Highway, Purok 6, Casisang
Malaybalay City, Bukidnon

Dear Dr. Gazo:

We are pleased to inform you that our GSIS Financial Assistance Loan (GFAL) and Top-Up Loan option program will resume effective August 15, 2020.

In light of the COVID-19 pandemic situation that we are in and the need to implement stringent social distancing measures as the "New Normal" to ensure the health and safety of both our employees, GSIS Malaybalay Branch Office has adopted a **MODIFIED PROCEDURE** on the filing and processing of GFAL and Top-Up Option applications. Please see attached detailed procedure for your reference and for dissemination to your employees.

We are anticipating your usual support and cooperation to better serve our stakeholders.

Should you have further concerns and inquiries, you may email us at gsismalaybalay@gsis.gov.ph, copy furnished Ma. Rosalina I. Lazaro at mrlazaro@gsis.gov.ph, or you may contact us at telephone number (088) 813-4711.

Very truly yours,


SONIA B. GUTIERREZ
Branch Manager



PROCEDURE IN THE FILING AND PROCESSING OF GFAL AND TOP-UP LOAN OPTION APPLICATION UNDER THE NEW NORMAL

A. Filing of applications for GFAL and Top-Up Loan Options:

1. Through drop box located at the GSIS Malaybalay Branch Office; or
2. Electronic mail through the Agency Authorized Officers (AAOs) or Liaison Officers (LOs) to email address, gsismalaybalay@gsis.gov.ph; or
3. Electronic mail using applicant's personal email address, preferably registered with GSIS, and send to email address, gsismalaybalay@gsis.gov.ph

For items 2 & 3, original applications and supporting documents must also be filed through drop box.

B. Submission of documentary requirements shall adhere to the following guidelines:

1. Forms for GFAL application may be downloaded online from the GSIS website, www.gsis.gov.ph under Quick Links
2. When submitting through email, the following shall be observed:
 - The email subject or title shall follow this format:
GSIS <TYPE OF LOAN>_<BP NO.>_<LAST NAME>_<FIRST NAME>_<AGENCY NAME>
Example: "GSIS GFAL (or TOP-UP)_2000123456_DELA CRUZ_JUAN_PGO BUKIDNON"
 - GFAL documents shall be scanned and saved in JPEG or PDF format to ensure that its quality is clear and readable.
 - Attachments to be emailed shall be in a readable format with file size not exceeding 2MB. Should the size exceed the said limit, submission may be made through multiple emails.
 - In addition to the documentary requirements, a clear photo of the applicant holding the duly accomplished application form and his/her UMID card (or clear photo of two valid IDs, front and back, in the absence of a UMID card) shall be submitted.

C. Submitted applications shall be evaluated for completeness and eligibility verification, and shall proceed as follows:

1. **For those with complete requirements:** The GSIS shall inform the member through their respective AAOs to proceed with the Financial Literacy (Fin Lit) Seminar as a pre-requisite when applying for GFAL:
2. **For those with deficiencies on requirements:** The GSIS shall inform the member of the deficiency/ies through email and advise him or her to complete the documentary requirement/s and submit the same following the modes under Item A.
3. **For those who are not qualified:** The GSIS shall inform the member of his or her ineligibility and return the submitted application through mail and/or e-mail.

D. Qualified members shall be required to comply with the Financial Literacy Seminar with the following three options to choose from.

1. Facebook (FB) Application - Facebook Live requires a lower bandwidth; this is suggested for members with slow internet connections.
 - The GSIS Malaybalay City FB page will set an event on a certain date for the members. The GFAL application form will be sent through email to the official email address of the members' respective AAOs.
 - The page administrator will set a 5-minute introduction video before sharing the Financial Literacy video; Five (5) minutes before the end of the video, a cellphone number will be flashed on live screen which the members will use to text their confirmation of attendance to said live feed; a code will also be flashed on the same screen to complete the confirmation.

*Sample Screen: **Please text code using your registered cellphone number " AAOOEE " to cell# 09273253067 for confirmation of your attendance to this Financial Literacy video.*

- As soon as the members send the correct code, they will be required to text the following information: Lastname, Firstname, MiddleName/BPNumber.



- A post-training assessment questionnaire will be given to the participants before issuance of a Certificate of Attendance and subsequent scheduling of online GFAL counselling through FB messenger or Zoom.
 - The FB live posting will be deleted an hour after it is shown. Another FB live will be re-scheduled for those who have not attended the session.
2. YouTube Website - the YouTube video requires low to mid-bandwidth internet connection
- The GSIS Malaybalay City Branch Office will send an exclusive YouTube link through its registered cellphone number to the members. The GFAL application form will be sent through email to the official email address of the members' respective AAOs.
 - After watching the video, an exclusive code will be shared on the screen for the members to use to text their confirmation of watching the said video.

*Sample screen: **Please text code using your registered cellphone number " AAOOEE " to cell# 09273253067 for confirmation of your viewing of this Financial Literacy video.*

- As soon as the members send the correct code, they will be required to text the following information: Lastname, Firstname, MiddleName/BPNumber.
 - A post-training assessment questionnaire will be given to the participant before issuance of a Certificate of Attendance and subsequent scheduling of online GFAL counselling through FB messenger or Zoom.
3. Zoom Application - requires a higher bandwidth internet connection
- The GSIS Malaybalay City page will send an email message to the email address of the members either a link or a meeting code and password for them to join a scheduled meeting, along with the house rules of the said meeting. *(Note: A Zoom meeting is good for 40 minutes only and the Financial Literacy video runs for 31 minutes).* The Host will allow entry to the meeting upon joining.
 - A class picture will be taken online to confirm the members' attendance 5 minutes after joining the meeting and before the video will begin. The class picture will serve as the basis for the issuance of the Certificate of Attendance.
 - The members will be informed through text message of their loan counseling schedule thru FB messenger or via Zoom.
- E. Conduct virtual loan counselling through Viber, Messenger call, Zoom or phone call
1. Email to applicant the password-protected computation sheet, with schedule for virtual counselling (password shall be disclosed during actual virtual counselling)
 2. Member will send the signed computation sheet via email to the designated GSIS email address after the counselling
 3. For Top-Up Loan option, member will accomplish a confirmation slip (form be made available to the AAOs) authorizing the GSIS to deposit GFAL Top-Up Check to his or her UMID/ecard account and email to the GSIS-designated email address together with the following:
 - Photo of UMID eCard (front only). In case UMID ecard is not available, a photo of his/her two (2) valid IDs or passports; and
 - Photo of member holding the Confirmation form, duly accomplished.
- F. Once the check printing has been facilitated, GSIS will inform the member that the GFAL Top-Up check has been deposited to his or her account and notify the Private Lending Institutions to claim their respective checks on a scheduled date.

Please be guided accordingly.



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
 Malaybalay Branch Office
 Barangay Casisang, Onda Building, Malaybalay City
 Tel. Number **088-813-4711**

Dear Mr./ Ms. _____

Please be informed that your GFAL Top-up check is now for release with the GSIS Malaybalay Branch Office. In order to address the current and urgent threat of COVID 19 while continuing to provide financial assistance to members clamoring for the immediate release of their processed GFAL Top Up Checks, the Government Service Insurance System (GSIS) is adopting this alternative mode of releasing processed GFAL Top -Up checks to members by way of bank deposit to the payee's valid UMID/eCard account, after securing the your consent. In effect, you will be able to withdraw your GFAL Top – Up loan proceeds through your ATM card.

Should you decide to take advantage of this alternative procedure in receiving your GFAL proceeds, we will be providing you the forms you need to accomplish as well as other requirements to document the release of your check and its subsequent deposit to your UMID/eCard savings account, all of which are to be submitted through email at _____ (email address of the designated email recipient of the branch).

1. Photo or PDF copy of this letter, with the duly accomplished confirmation reply slip below, allowing GSIS to release GFAL Top Up check and the same be deposited to your UMID/ ecard bank account;
2. Photo of UMID/ecard (*front only*). In case UMID/ ecard is not available, a photo of two (2) valid government – issued IDs; and
3. Photo of member holding the signed Confirmation Reply Slip.

Very truly yours,


Sonia B. Gutierrez
 Branch Manager



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
Malaybalay Branch

CONFIRMATION REPLY SLIP

I allow GSIS to release my GFAL Top-Up Check and authorize that the same be deposited to my UMID/eCard Savings bank account with details provided below.

I am also aware and I agree that any applicable bank charges for inter-branch deposits will be for my account, as the payee of said check.

Servicing bank (UBP or LBP) : _____
 Savings Account Number : _____
 Contact number : _____

Printed Name & Signature of Payee

Date Signed: _____

Complete Address: _____