



Republic of the Philippines
Department of Education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

06 AUG 2024

DIVISION MEMORANDUM
No. 476, s. 2024

REVISED GSIS FORMS

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Enclosed is a copy of Regional Memorandum No. 660, dated July 30, 2024, with the title "Revised GSIS Form." Please be informed that the use of the revised forms is now required for all applications and transactions with the Government Service Insurance System (GSIS). The old forms will no longer be accepted.
2. Wide and immediate dissemination of this memorandum is desired.
3. For your information and guidance.

Mabayo
MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Enclosure: As stated
Reference: As stated



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597 / sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JUL 30 2024

REGIONAL MEMORANDUM

No. 660 s. 2024

REVISED GSIS FORM

To: Schools Division Superintendents
All Others Concerned

1. Attached are the different GSIS revised forms to be used in GSIS applications/transactions.
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS

FORMS

UPDATES

Attached are the different GSIS revised forms to be used effective immediately:

DOCUMENT CODE	DOCUMENT NAME	REVISION NUMBER
FM-GSIS-OPS-CPR-01	Pensioner's Request Form	3
FM-GSIS-OPS-ECE-01	eCARD Enrolment Form	1
FM-GSIS-OPS-FB-01	Application for Funeral Benefit Form	1
FM-GSISOPS-OPS-ACP-01	Application for Commencement of Pension	1
FM-GSIS-OPS-PCC-01	Check Delivery Receipt Form	1
FM-GSIS-OPS-PPL-01	Regular Policy Loan Application	2
FM-GSIS-OPS-PPL-02	Optional Life Insurance Policy Loan Application	2
FM-GSIS-OPS-PPL-04	Enhanced Pension Loan Application	3
FM-GSISOPS-PPL-07	GSIS Multi-Purpose Loan Flex (MPL Flex)Form	4
FM-GSIS-OPS-RMC-01	Application for Retirement Separation Life Insurance Ben	1



GSIS PENSIONER'S REQUEST FORM (PRF)

INSTRUCTIONS: Ensure that the request form is properly filled out and submitted to the nearest GSIS Office.

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, as well as obtaining any benefit pursuant to this request shall be subject to administrative, civil and/or criminal action. **THIS FORM IS NOT FOR SALE.**

Date: _____

<input type="checkbox"/> Old Age Pensioner	<input type="checkbox"/> Survivorship Pensioner	<input type="checkbox"/> Guardian (For Dependent/s)	<input type="checkbox"/> Employees' Compensation (EC) Pensioner
--	---	--	--

Last Name	First Name	Middle Name	Suffix
Date of Birth (mm/dd/yyyy)	Gender	Civil Status (Married, Re-married, Single, Widowed or Annulled)	GSIS Business Partner (BP) No.
Permanent Address <input type="checkbox"/> New Address (For Updating)			
Mobile number <input type="checkbox"/> New (For updating)	Email Address	Landline Number	

FOR SURVIVORSHIP PENSIONERS AND GUARDIANS ONLY (DETAILS OF DECEASED GSIS MEMBER/ RETIREE/ PENSIONER):

Last Name	First Name	Middle Name	Suffix
Date of Birth of Deceased (mm/dd/yyyy)	Date of Death (mm/dd/yyyy)	GSIS Business Partner (BP) No.	

Instruction: Please check (✓) the applicable transaction request/s and indicate the particulars.

Nature of Request	
<input type="checkbox"/> Pension Accrual/ Commencement	Period Covered: _____
<input type="checkbox"/> Pension Loan Application/Inquiry	Date Filed: _____
<input type="checkbox"/> Milestone Benefit	<input type="checkbox"/> 90 YO <input type="checkbox"/> 95 YO <input type="checkbox"/> 100 YO Date Filed: _____
<input type="checkbox"/> Request for APIR	<input type="checkbox"/> Home visit _____ <input type="checkbox"/> Video call _____
<input type="checkbox"/> Request for Certificate of Pension	Purpose: _____
<input type="checkbox"/> Manual Activation	<input type="checkbox"/> UMID Card (LBP/UBP) <input type="checkbox"/> UBP eCard Plus <input type="checkbox"/> LBP Temporary Card
<input type="checkbox"/> eCard/UMID Issues	Details: _____
<input type="checkbox"/> To Report as Deceased that whose personal data is provided above	Date of Death: _____
Name of Informant: _____ Relationship: _____	
<input type="checkbox"/> Other(s)	_____

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

Thumb mark
(if unable to affix
signature)

Printed Name and Signature of Witnesses to
Thumb mark:
(Both witnesses must provide photocopy of 2 valid
government issued IDs)

Signature over printed name

1. _____
2. _____



eCARD ENROLMENT FORM

INSTRUCTIONS: Ensure that the form is properly and completely filled out, leaving no information blank and **WITHOUT ANY ERASURE**. Please use **BLOCK** or **CAPITAL LETTERS** in filling-out the form. Use only **BLACK INKED writing material**.

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action. **THIS FORM IS NOT FOR SALE.**

MEMBER'S INFORMATION			
PERSONAL INFORMATION		RESIDENCE ADDRESS/ CONTACT INFORMATION	
Last Name		Room/Floor/ Unit No & Building Name (if applicable)	
First Name		House or Lot and Block No.	
Middle Name		Street Name	
Suffix (i.e. Sr, Jr, III etc.)		Subdivision	
Complete Maiden Name (if married female)		Barangay/District/ Locality	
Date of Birth (YYYY-MM-DD)		Municipality/City and Province	
Place of Birth: Municipality or City		Postal Code	Country
Place of Birth: Province		Home Phone No (Country Code + Area Code + No.)	
Place of Birth: Country		Mobile/Cellphone No. (Country Code + No.)	
Gender		eMail Address	
Marital Status		Agency/Office Name	
BIR Tax Identification No (TIN)		Agency/Office Address	
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		Office Phone No (Area Code + No.)	
FATHER'S COMPLETE NAME		MOTHER'S COMPLETE MAIDEN NAME	
Last Name		Maiden Last Name	
First Name		First Name	
Middle Name		Middle Name	
Suffix (i.e. Sr, Jr, III etc.)		Suffix (i.e. Sr, Jr, III etc.)	
ADDITIONAL INFORMATION			
Height in centimeters (Conversion: 1 ft = 12in or 30.48 cm; 1in = 2.54cm)		Weight in kilogram (Conversion: 1kg = 2.2 lbs)	
		Prominent Facial Features (mole, birthmark, scars and etc)	
PREFERRED SERVICING BANK			
Upon issuance of the Common Reference Number (CRN), I understand that GSIS will endorse for printing my UMID in accordance with my preferred bank below:			
<div><div><input type="checkbox"/> Union Bank of the Philippines (UBP)</div><div><input type="checkbox"/> Land Bank of the Philippines (LBP)/ Branch _____</div></div>			
STATEMENT OF CONSENT			
I declare that I am fully aware that the above data shall be used for securing my Common Reference Number (CRN) for the Unified Multi-Purpose ID (UMID) System or updating my personal data and that it shall form part of the CRN Registry. I trust that the above data shall remain confidential hence I give my consent that the same data to be secured and accessed for subsequent validation, verification, and other purposes consistent with the objectives of the UMID System under Executive Order No. 420 as amended by Executive Order No. 700. I further affirm that all statements/data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.			
DATA PRIVACY CONSENT			
I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.			
Business Partner No. (10-digit number)		GSIS ID No (11-digit number)	
Enrolment Status:		Common Reference No (12-digit number)	
<div><div><input type="checkbox"/> Active Member</div><div><input type="checkbox"/> Old Age Pensioner</div></div>		<div><div><input type="checkbox"/> Survivorship Pensioner</div><div><input type="checkbox"/> Legal Guardian of survivorship beneficiaries (minors, mentally incapacitated and etc)</div></div>	
<div><div><input type="checkbox"/> EC Disability</div><div><input type="checkbox"/> EC Survivorship</div></div>			
IDs Presented:			
<div><div><input type="checkbox"/> eCard No _____</div><div><input type="checkbox"/> Others 1) _____</div></div>		2) _____	
Enrolled By:		Validated By:	
Date:		Date:	
CERTIFICATION			
I hereby certify that the enrollee herein is physically impaired and that the following cannot be captured:			
<div><div><input type="checkbox"/> Signature</div><div><input type="checkbox"/> Biometrics</div><div><input type="checkbox"/> Picture</div><div><input type="checkbox"/> Others _____</div></div>			
Name and Signature of Enrolment Officer		Name and Signature of Witness (relative or companion of enrollee)	
Issue No. 01 Rev. No. 1 (10 May 2024), FM-GSIS-OPS-ECE-01			



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan



APPLICATION FOR FUNERAL BENEFIT

(Please Read Terms and Conditions and Documentary Requirements at the back)

INSTRUCTIONS: Ensure that the application form is properly filled out and submit duly accomplished application form to the nearest GSIS/Handling Office.

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action. Must be received by GSIS **within four (4) years** from the date of death of deceased member/pensioner together with the required supporting documents.

DATE OF FILING OF APPLICATION _____ DATE OF DEATH OF MEMBER _____

A. DECEASED MEMBER/RETIREE/PENSIONER:

Last Name		First Name	Middle Name
Name/Address of Last Government Office			GSIS Business Partner (BP) No.
Date of Birth (mm/dd/yyyy)	Gender		Religion
Civil Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widow/Widower		Status at the time of death <input type="checkbox"/> Active Member <input type="checkbox"/> Retiree <input type="checkbox"/> Pensioner	

B. PRIMARY BENEFICIARY (LEGAL SPOUSE), If living:

Last Name		First Name	Middle Name
Mailing Address (No/Street/Barangay/Municipality/City/Province/Zip Code)			BP No. (if applicable)
Date of Birth (mm/dd/yyyy)	Religion		Date of Marriage (mm/dd/yyyy)
Contact No. (Landline)	Cellphone No.		E-mail Address

C. CLAIMANT IS OTHER THAN SPOUSE

Last Name		First Name	Middle Name
Mailing Address (No/Street/Barangay/Municipality/City/Province/Zip Code)			BP No. (if applicable)
Date of Birth (mm/dd/yyyy)	Relationship	Cellphone No.	Email Address

I hereby certify that the foregoing information are true and correct and the attached documents are authentic.

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

Signature of applicant over printed name	Thumbmark (If unable to affix signature)	Printed Name and Signature of Witnesses to Thumb mark: (Both witnesses must provide photocopy of 2 valid government issued IDs) 1. _____ 2. _____
--	---	--

Claim proceeds shall be electronically credited to your eCard/UMID account and may be withdrawn from your nearest ATM. If you have no eCard/UMID, the proceeds will be paid through check.

TERMS AND CONDITIONS

1. Funeral benefit is intended to help defray the expenses incident to the burial and funeral of the deceased member, pensioner or retiree under RA 660, RA 1616, PD 1146 and RA 8291. It is payable to any qualified individual, in accordance with the following order of priority:
 - a. Legitimate spouse,
 - b. Legitimate child who spent for the funeral services, or
 - c. Any other person who can show incontrovertible proof that he shouldered the funeral expenses of the deceased
2. Amount of Funeral Benefit. The amount of funeral benefit are as follows:
 - a. The prevailing amount approved by the Board of Trustees at the time of death of the member or pensioner.
 - b. For uniformed members of the PNP, BJMP and BFP, the amount of funeral benefit is fixed at P10,000.00.
3. Conditions for Entitlement. - Funeral benefit shall be paid upon the death of:
 - a. an active member; or
 - b. a member who has been separated from the service with more than 15 years of creditable service, but entitled to future separation or retirement benefits; or
 - c. old age or disability pensioner; or
 - d. a retiree who at the time of his retirement is at least 60 years of age and with at least 20 years of service but who opts to retire under RA 1616 on or after June 24, 1997; or
 - e. a member who retired under RA 1616 prior to June 24, 1997 with at least twenty (20) years of service, regardless of age.

DOCUMENTARY REQUIREMENTS

A. CLAIMANT IS THE SPOUSE

1. Duly accomplished Application Form for Funeral Benefit
2. Death Certificate of member issued by Local Civil Registrar (LCR) or Philippine Statistics Authority (PSA)
3. Marriage Contract of member with the surviving spouse issued by LCR or PSA
4. If surviving spouse is not a GSIS member, Birth Certificate issued by PSA or LCR, or two valid government issued IDs with date of birth and signature
5. If the deceased member is an Indigenous People (IP) or Muslim and claimant-spouse is not the sole wife, a Sworn Statement recognizing the existence and the right of the other spouses to the Funeral Benefit

B. CLAIMANT IS OTHER THAN THE SPOUSE

1. Duly accomplished Application Form for Funeral Benefit
2. Death Certificate of member issued by LCR or PSA
3. If claimant is not a GSIS member, Birth Certificate issued by LCR or PSA or two valid government issued IDs with date of birth and signature
4. Death Certificate of legal spouse issued by LCR or NSO if married
5. If legal spouse is living, notarized waiver in favor of the claimant with two (2) valid IDs of the legal spouse with signature
6. Official receipt of funeral expenses issued in the name of the claimant



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
APPLICATION FOR COMMENCEMENT OF PENSION



INSTRUCTIONS: Ensure that the application form is properly filled out and submit duly accomplished application form to the nearest GSIS/Handling Office. Do not leave any blank items and indicate check marks (☐) on the provided boxes, when necessary.
WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action. **THIS FORM IS NOT FOR SALE.**

Date: _____

MODE OF FILING: ☐ Personal Submission ☐ email Submission

PENSION COMMENCEMENT FOR: ☐ Old Age Pension ☐ Survivorship Pension ☐ Guardian

Last Name		First Name		Middle Name	
Residential Address (House No., Street, Barangay, City/Municipality, Province and Zip Code)				GSIS Business Partner (BP) No.	
Name of Agency/Office			Date of Retirement		
Date of Birth (mm/dd/yyyy)		Place of Birth		Gender	Civil Status (Indicate if Married, Single, Widow/Widower or Annulled)
Contact No. (Landline)		Mobile Phone No.		E-mail address	
If married, Name of Spouse: (Last Name, First Name, Middle Name) Date of Marriage:				Basis of Retirement/Separation/Survivorship Benefits: <input type="checkbox"/> PD 1146 <input type="checkbox"/> RA 8291 <input type="checkbox"/> RA 7699	

I understand that **for submission through email an online video call** will be undertaken by the GSIS and my preferred mode of online verification will be (*Choose only one (1) mode by placing a check mark and provide the complete contact details*) and that I will provide prior confirmation for the approximate video call schedule provided by the GSIS:

- ☐ Viber Video Call through mobile number (please provide country code): _____
- ☐ Facebook Messenger with username: _____
- ☐ Skype Video call with Skype address: _____

ANNUAL PENSIONERS INFORMATION REVALIDATION (APIR)

I undertake that, as pensioner, I will comply with the Annual Pensioners Information Revalidation (APIR) every year on my birth month through any GWAPS kiosk located at GSIS Offices, partner agencies, partner institutions or online and that my failure to undertake the APIR shall result in (1) the suspension of payment of monthly pension starting on the month following the birth month; (2) Non-entitlement to cash gift if status is suspended at the time of declaration; and (3) Non-entitlement to pension increases if status is suspended at the time of declaration.

MUST BE ACCOMPLISHED BY APPLICANTS OF SURVIVORSHIP PENSION OR AS GUARDIANS FOR DEPENDENT OR INCAPACITATED CHILD/CHILDREN:

DETAILS OF DECEASED GSIS MEMBER/RETIREE/PENSIONER:

Last Name	First Name	Middle Name	GSIS Business Partner (BP) No.
Date of Birth of Deceased (mm/dd/yyyy)		Relation to Deceased Member	Date of Death (mm/dd/yyyy)
Date of Retirement of Deceased Member	Name and Address of Agency of the Deceased Member		Civil Status at the time of Death

DETAILS OF DEPENDENT OR INCAPACITATED CHILD/CHILDREN (maximum of 5 listed from youngest to the eldest):

Last Name	First Name	Middle Name	Date of Birth (mm/dd/yyyy)	Age	With incapacity (Yes/No)

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

Signature of Applicant

Thumb mark
(if unable to affix signature)

Printed Name and Signature of Witnesses to Thumb mark:
(Both witnesses must provide photocopy of 2 valid government issued IDs)

1. _____

2. _____



CHECK DELIVERY RECEIPT FORM (CDRF)

(Please Read Instructions below)

INSTRUCTIONS: Ensure that the application form is properly filled out and submit duly accomplished application form to the nearest GSIS/Handling Office.

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action.

Date: _____

Name of Payee/Authorized Representative (please print): _____

Office Address/Telephone Number: _____

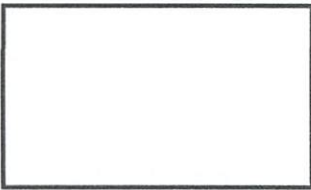
Home Address/Contact Number: _____

Payee	Kind of Check	Check Number	Check Date	Check Amount

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

I hereby affix my signature and right thumb to attest that I am the rightful payee/authorized representative of the above-mentioned check/s and I have received the same to my full satisfaction.



ID presented:
1. _____
2. _____
3. _____
4. _____

Signature over printed name

Right thumbmark

Released by: _____

Date Released: _____

DOCUMENTARY REQUIREMENTS

PAYEE	AUTHORIZED REPRESENTATIVE
1. Check Delivery Receipt Form (CDRF) 2. E-card/UMID card/valid passport or two (2) valid government-issued IDs (refer to the list below) and photocopies of the same 3. If EOEM (Enhanced Optional Exit Mechanism for Memorial Plans), Quit Claim	1. Check Delivery Receipt Form (CDRF) 2. Dated Written Authorization signed by the payee or duly notarized Power of Attorney, if the payee is residing in the Philippines. For payees who cannot sign due to disability or other valid reason/s, notarized and dated letter of authority bearing the thumb or other finger mark affixed by both the payee and one witness to the thumb or other finger mark 3. If payee is living abroad, written authority of representative authenticated by Apostille from the competent authority of the country where the payee is residing (if the payee is residing in a country that is a part to the Apostille Convention); or Authentication certificate ("red ribbon") from the Philippine embassy or Consulate in the country (if the payee is residing either in a country that is not a party of the Apostille Convention or in a country which acceded to the Apostille Convention but objected to the accession of the Philippines [i.e., Germany, Finland, Australia or Greece]). 4. E-Card or UMID or valid passport or two (2) valid government-issued IDs (refer to the list below) of the payee and the representative and photocopies of the same, if the payee is residing in the Philippines 5. E-card/UMID card/ valid passport or two (2) valid government-issued IDs of the representative and photocopies of the same, if the payee is living abroad. 6. If EOEM (Enhanced Optional Exit Mechanism for Memorial Plans), Quit Claim

LIST OF ACCEPTABLE GOVERNMENT ISSUED IDs (WITHIN ITS VALID PERIOD)
IF E-CARD/UMID CARD/VALID PASSPORT IS NOT AVAILABLE

1) Valid eCard / UMID 2) Philippine Identification System ID/Philippine National ID or PhilID 3) Employee's ID / Office ID 4) Driver's License * 5) Professional Regulation Commission (PRC) ID* 6) Passport * 7) Senior Citizen ID' 8) SSS ID 9) COMELEC / Voter's ID / COMELEC Registration Form 10) NBI Clearance * 11) Integrated Bar of the Philippines (IBP) ID* 12) Firearms License *	13) AFPSLAI ID * 14) PVAO ID 15) AFP Beneficiary ID 16) BIR (TIN) ID 17) Pag-ibig ID 18) Persons with Disability (PWD) ID* 19) Solo Parent ID 20) Pantawid Pamilyang Pilipino Program (4Ps) ID * 21) Barangay ID * 22) Philippine Postal ID * 23) Phil-health ID 24) School ID ** 25) Other valid government-issued IDs / Documents with picture and signature * Within its validity period ** Private / government school
--	--



COMPULSORY LIFE INSURANCE POLICY LOAN APPLICATION

IMPORTANT: Proceeds of this loan will be credited to the eCard account of the member/borrower. Prior to the filing of the accomplished application form, the member/borrower must (a) secure a tentative computation of the net loan proceeds and (b) read carefully the terms and conditions below.

TO BE FILLED UP BY THE MEMBER/APPLICANT

Name of Applicant		
Last Name	First Name	Middle Name
Birth Date	Policy No. BP No.	E-Card/UMID Card No. E-Card/UMiD Bank Account No.
Mailing/Residential Address		
Present Office		
Telephone No. For DEPED Personnel	Cell Phone No.	Email Address
Division No.	Station No.	Employee No.
TYPE OF LOAN <input type="checkbox"/> New <input type="checkbox"/> Renewal		

AGREEMENT

I hereby acknowledge as my indebtedness to the GSIS whatever amount is approved by way of Policy loan and hereby agree to pay such indebtedness in the payment scheme selected below:

- [] a.) Monthly payments through salary deduction in the amount of P_____ per month until the loan is or any other additional policy is fully paid inclusive of interest.
- [] b.) Payment of principal and interest upon maturity, lapse or termination of my existing life insurance policy.
- Should I opt to pay through payment scheme a, I hereby authorize the Treasurer/Disbursing/Collection Officer of my present or future government office to deduct from my salary the required monthly payment.

I agree that:

- The term of this loan will immediately mature upon my retirement/separation, death or permanent disability and all outstanding balance on the policy loan herein secured or may hereafter be secured as an additional loan shall be deducted from the proceeds of whatever benefits due under my life insurance policy, without the need of demand or further notice.
- The proceeds of the loan secured by this application are subject to deduction for outstanding policy loan and any other outstanding loan/s or indebtedness I may have with the GSIS order to update or settle the same.

I hereby represent that prior to the filing of this application, I have reviewed the tentative computation of the net proceeds of the loan and expressly conformed with the same.

I hold the GSIS free and harmless from any loss or damage resulting from improper use or misuse of my eCard

I confirm that have read and fully understood the Terms and Conditions of this application, I agree that my policy loan shall, at all times, be subject to the terms and conditions.

Finally, I UNDERSTAND AND FULLY AGREE THAT THE NET PROCEEDS OF THIS LOAN WILL BE CREDITED TO MY eCARD ACCOUNT.

Upon filing of this application, it is understood that I have previously secured a tentative computation of the net loan proceeds I will receive, including the amount deducted therefrom in payment of my unpaid obligations with GSIS and I fully conform with the same.

TERMS AND CONDITIONS

1. Eligibility Requirements

Qualified loan borrowers shall be the GSIS members, who at the time of filing:

- have policy in force for at least one (1) year;
- are still in the active service;
- have no pending administrative and/or criminal case; and
- are holders of GSIS eCard

2. Application

Application may be filed directly at any GSIS office or the members may transact the loan electronically at the GW@PS Kiosk.

3. Amount of the Loan

The amount of the loan shall be the sum total as approved by the GSIS and as reflected in its disbursement voucher.

4. Electronic Certification

The authorized officers of agencies shall be required to certify through the GSIS Electronic On-line System (GEOS) as to compliance with the eligibility requirements (No. 1, b and c) of the borrowers prior to the processing of their loan application. The certification also binds/obligates the agency to:

- Deduct the monthly amortization of the borrowers, at their option, from their monthly salary and remit the same to the GSIS within the prescribed period
- In case of separation from the service of the borrowers, obtain prior clearance from the GSIS before any documents and/or final payment is released in favor of the borrowers

5. e-Crediting of the Loan Proceeds

The proceeds of the policy loan shall be directly credited to the ecard account of the borrowers. The Union Bank of the Philippines shall inform the borrowers of the crediting of the proceeds of the loan to their account through short messaging service.

6. Application of the Loan Proceeds

The borrowers authorize the GSIS to deduct from the proceeds of their loan any outstanding obligations that they may have with the GSIS in order to update them or settle them in accordance with Claims & Loans Interdependency Policy (CLIP) of GSIS and such other applicable GSIS policies, existing or hereafter promulgated.

7. **Change of Payment Term**
The borrowers have the option to shift to another mode of payment anytime during the term of the loan by giving written notice to the GSIS.
8. **Due Date of First Monthly and Succeeding Monthly Installments**
In case the borrowers opted for a monthly payment of the loan on a chosen term for principal and interest, the payment shall be due on or before the tenth (10th) day of the following month of the loan is granted before the tenth (10th) day of the month and every month thereafter until the loan is fully paid; if the loan is granted after the tenth (10th) day of the month, the payment shall be due on or before the tenth (10th) day of the next following month and every month thereafter until the loan is fully paid.
9. **Interest Rate**
The loan shall incur interest at the rate of eight percent (8%) per annum compounded annually.
10. **Application Fee**
An application fee of one percent (1%) of the gross amount of the loan shall be deducted from its proceeds.
11. **Maturity of the Loan**
Despite the term chosen by the borrowers, the loan automatically matures, without the need of demand or further notice, upon retirement, separation, permanent disability or death of the borrowers.
Upon the maturity of the loan, the entire principal amount including all interest and other charges payable, shall be due and payable without need of demand or further notice.
12. **Renewal of the Loan**
Renewal by the borrowers of their loan will be allowed on or after the anniversary date of approval of the loan
13. **Loan Pre-termination**
The borrowers may pre-terminate the loan during its term subject to the full payment of outstanding balance of the principal amount, including all interest and other charges payable.
14. **Loan Cancellation**
Once the loan is approved and the loan proceeds have been credited to the eCard account, the borrowers have no more option to cancel the loan but only to pre-terminate it by paying the full amount of the outstanding balance including accrued interest, if any, without any right to demand for reimbursement of service fee and such other fees that might have been collected under such loan.
15. **Authority to Apply Payment**
In case of maturity of the loan and it remains outstanding either in whole or in part, both for the principal amount and interest, the GSIS is authorized to collect, deduct or withhold from whatever benefits that may be due the borrowers, their heirs, beneficiaries, assignees or successors-in-interest, the amount equivalent to the outstanding balance of the loan, inclusive of interest, penalties and surcharges. Such authorization shall remain effective until full payment of the loan or any other outstanding obligation of the borrowers to the GSIS.

It expressly understood that any unpaid balance or outstanding obligation of the borrowers to the GSIS, by virtue of the loan and/or other obligation, shall constitute a lien over any benefits/claims that may be due the borrowers.

Should such benefits/claims from the GSIS be insufficient to cover the remaining balance, GSIS shall not be prevented from filing the necessary civil and administrative action(s) for recovery either against the borrowers or their estate.
16. **Attorney's Fees**
Should the GSIS be compelled to file an action for collection or to enforce any right hereunder against the borrowers or avail of any remedy under the law or this Agreement, the borrowers shall pay an amount equivalent to twenty-five (25%) percent of all amounts outstanding and unpaid as and for attorney's fees and litigation expenses.
17. **Venue**
Any legal action, suit, or proceeding arising out or relating to this Agreement, shall be brought or instituted in the appropriate courts in the City of Pasay or such other venue at the exclusive option of the GSIS. In the event the borrowers initiate any legal action arising from or under this Agreement, for whatever causes, the borrowers agree to initiate such action only in the City where the principal office of the GSIS is located.
18. **Transfer/Change of Office**
The borrowers shall immediately inform the GSIS of their transfer to any government office/agency. If the borrowers opted to pay through monthly payment via salary deduction, this application shall be sufficient authority for the GSIS to effect collection through salary deduction from his new office/agency.
19. **Notices**
All notices required under this Agreement or for its enforcement shall be sent to the Office Address or at postal/Mailing Address indicated in the Personal Data portion of this application or as such other address as may be indicated hereafter by the borrowers to the GSIS. The notices sent shall be valid and sufficient for all legal intents and purposes.

*I confirm that I have read and fully understood the **COMPULSORY LIFE INSURANCE POLICY LOAN Terms and Conditions** and undertake to comply with them. Furthermore, I hereby authorize the GSIS, through my employer (government agency), to deduct from my terminal leave benefits any remaining outstanding loan obligations I may have with the GSIS upon my separation or retirement. I understand that the remittance thereof by my employer to the GSIS shall first be undertaken before the issuance of a GSIS clearance for the release of my remaining terminal leave benefits, if any.*

Finally, pursuant to RA No. 9510, otherwise known as the "Credit Information System Act", and its Implementing Rules and Regulations (IRR), I hereby acknowledge and consent to: 1) the regular submission and disclosure of my basic credit data and updates thereon to the Credit Information Corporation (CIC); and 2) the sharing of my basic credit data with lenders authorized by the CIC, and credit reporting agencies and outsourced entities duly accredited by the CIC, subject to the provisions of RA No. 9510, its IRR and other relevant laws and regulations.

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

SIGNATURE OF MEMBER/BORROWER

TIN

DATE SIGNED



OPTIONAL LIFE INSURANCE POLICY LOAN APPLICATION

IMPORTANT: Before applying for this Policy Loan, the borrower must: (a) secure tentative computation of the loan proceeds and (b) read carefully the terms and conditions below.

Name of Applicant			Birth Date (mm/dd/yyyy)
Last Name	First Name	Middle Name	
GSIS ID No. (any of the ID No. below may be provided)			Gender
BP No.	E-Card/UMID Card No.	E-Card/UMID Bank Account No.	
Mailing/Residential Address			
Present Office			
Telephone No.	Mobile Phone No.	Email Address	
For DEPED Personnel			
Division No.	Station No.	Employee No.	

TYPE OF LOAN: ☐ New ☐ Renewal

I undertake to pay the loan with the payment scheme selected below:

☐ a.) Monthly payments through salary deduction in the amount of P_____ per month until the loan is or any other additional policy loan is fully paid, inclusive of interest.

☐ b.) Payment of principal and interest upon maturity, lapse or termination of my existing life insurance policy.

TERMS AND CONDITIONS

- Amount of the Loan**
The amount of the loan shall be the sum total as approved by the GSIS and as reflected in its disbursement
 - Application of the Loan Proceeds**
The borrowers authorize the GSIS to deduct from the proceeds of this loan any outstanding obligations that they may have with the GSIS in order to update them or settle them in accordance with the GSIS policies, existing or hereafter promulgated.
 - Change of Payment Term**
The borrowers have the option to shift to another mode of payment anytime during the term of the loan by giving written notice to the GSIS.
 - Due Date of First Monthly and Succeeding Monthly Installments**
In case the borrowers opted for a monthly payment of the loan on a chosen term for principal and interest, the payment shall be due on or before the tenth (10th) of the following month if the loan is granted before the tenth (10th) of the month and every month thereafter until the loan is fully paid; if the loan is granted after the tenth (10th) of the month, the payment shall be due on or before the tenth (10th) of the next following month and every month thereafter until the loan is fully paid.
 - Interest Rate**
The loan shall incur interest at the rate of eight percent (8%) per annum compounded annually, unless a different rate is expressly provided under the terms and conditions of the existing policy contract.
 - Maturity of the Loan**
Despite the term chosen by the borrowers, the loan automatically matures, without need of demand or further notice, upon retirement, separation, permanent disability, death of the borrowers or surrender of the policy for cash value.
 - Loan Pre-termination**
The borrowers may pre-terminate the loan during its subject to the full payment of outstanding balance of the principal amount, including all interest and other charges payable.
 - Loan Cancellation**
Once the loan is approved and the loan proceeds have been released through check or through any other mode of disbursement, the borrowers have more option to cancel the loan but only to pre-terminate it by paying the full amount of the outstanding balance including accrued interest, if any, without any right to demand for reimbursement or service fee and such other fees that might have been collected under such loan.
 - Authority to Apply Payment**
In case of maturity of the loan and it remains outstanding either in whole or in part, both for the amount of principal and interest, the GSIS is authorized to collect, deduct or withhold from whatever benefits that may be due the borrowers, their heirs, beneficiaries, assignees or successors-in-interest, the amount equivalent to the outstanding balance of the loan, inclusive of interest, penalties and surcharges. Such authorization shall remain effective until full payment of the loan or any other outstanding obligation of the borrowers to the GSIS.
- It is expressly understood that any unpaid balance or outstanding obligation of the borrowers to the GSIS, by virtue of this loan and/or other obligation, shall constitute a lien over any benefits/claims that may be due the borrowers. Should such benefits/claims from the GSIS be insufficient to cover the remaining balance, the GSIS Shall not be prevented from filing the necessary and administrative action(s) for recovery either against the borrowers or their estate.

10. **CHOICE OF LOAN AMORTIZATION SCHEDULE FOR PENSIONERS (CLASP)**
EFFECTIVE JUNE 1 2011 RETIRING GSIS MEMBERS WHO WILL AVAIL OF A RETIREMENT SCHEME WITH AN IMMEDIATE PENSION BENEFIT AS PROVIDED UNDER R.A. No. 660 P.O. No. 1146 and R.A. No. 8291 MAY AVAIL OF THE CHOICE OF LOAN AMORTIZATION SCHEDULE FOR PENSIONERS (CLASP) WHERE THE MEMBER-RETIREEs MAY CHOOSE TO SETTLE THEIR OUTSTANDING BALANCE OF THE LOAN IN WHOLE (100%) OR A PERCENTAGE THEREOF (75% OR 25%) WHICH SHALL BE DEDUCTED FROM THEIR RETIREMENT PROCEEDS. FOR THOSE WHO CHOOSE TO PAY A PERCENTAGE OF THE OUTSTANDING BALANCE OF THE LOAN (75% OR 25%). THE REMAINING UNPAID BALANCE SHALL BE RESTRUCTURED AS A LOAN WITH A RATE OF PER ANNUM COMPOUNDED ANNUALLY PAYABLE OVER A MAXIMUM PERIOD OF THREE (3) YEARS.
11. **Recovery of Amount/s Credited in the eCard**
The GSIS shall have the right to recover by any legal means, any amount in the eCard account credited thereon by the GSIS due to fraud, misrepresentation or error on account of any transaction which the borrowers may have with the GSIS.
12. **Attorney's Fees**
Should the GSIS be compelled to file a case for collection or to enforce any right hereunder against the borrowers or avail of any remedy under the law or this Agreement, the borrowers shall pay an amount equivalent to twenty-five (25%) percent of all amounts outstanding and unpaid as and for attorney's fees and litigation expenses.
13. **Venue**
Any legal action, suit, or proceeding arising out or relating to this Agreement, shall be brought or instituted in the appropriate courts in the City of Pasay or such other venue at the exclusive option of GSIS. In the event the borrowers initiate any legal action arising from or under this Agreement, for whatever causes, the borrowers agree to initiate such action only in the City where the principal Office of the GSIS is located.
14. **Transfer/Change of Office**
The borrowers shall immediately inform the GSIS of their transfer to any government office/agency. In case the borrowers opted to pay through monthly payment via salary deduction, this application shall be sufficient authority for the GSIS to effect collection through salary deduction from their new Office/agency.
15. **Notices**
All notices required under this Agreement or for its enforcement shall be sent to the Office Address indicated in the Personal Data portion of this loan application. The notices shall be valid and sufficient for all legal intents and purposes.

I confirm that I have read and fully understood the OPTIONAL LIFE INSURANCE POLICY LOAN Terms and Conditions and undertake to comply with them. Furthermore, I hereby authorize the GSIS, through my employer (government agency), to deduct from my terminal leave benefits any remaining outstanding loan obligations I may have with the GSIS upon my separation or retirement. I understand that the remittance thereof by my employer to the GSIS shall first be undertaken before the issuance of a GSIS clearance for the release of my remaining terminal leave benefits, if any.

Finally, pursuant to R.A. No. 9510, otherwise known as the "Credit Information System Act", and its Implementing Rules and Regulations (IRR), I hereby acknowledge and consent to: 1) the regular submission and disclosure of my basic credit data and updates thereon to the Credit Information Corporation (CIC); and 2) the sharing of my basic credit data with lenders authorized by the CIC, and credit reporting agencies and outsourced entities duly accredited by the CIC, subject to the provisions of R.A. No. 9510, its IRR and other relevant laws and regulations.

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

SIGNATURE OF MEMBER/BORRWER

TIN

DATE SIGNED



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan



ENHANCED PENSION LOAN APPLICATION

IMPORTANT: Proceeds of this loan will be credited to the eCard/UMID account of the pensioner/borrower. Prior to the filing of the accomplished application form, the pensioner/borrower must: (a) secure a tentative computation of the net loan proceeds; and, (b) read carefully the terms and conditions below.

TO BE FILLED OUT BY THE PENSIONER/APPLICANT

Name of Applicant: _____
Last Name First Name Middle Name
Birth Date: _____ Gender: _____ Age: _____ Pensioner ID No. _____
Mailing/Residential Address: _____
No. Street. Brgy/District Municipality/City Zip Code
Landline No. _____ Cellphone No. _____ Email Address: _____

NO. OF PENSION MONTHS TO DETERMINE LOAN AMOUNT:

(Please encircle your choice or indicate preferred loan amount but not to exceed P500, 000.00)

TYPE OF LOAN: ☐ New ☐ Renewal

BASIC MONTHLY PENSION

1 Mo.	2 Mos.	3 Mos.	4 Mos.	5 Mos.	6 Mos.

AGREEMENT

I hereby acknowledge as my indebtedness to the GSIS whatever amount is approved as my Pension Loan. I agree to pay my loan in twenty-four (24) months.

I agree that the loan principal, interest and other charges due shall be payable in equal monthly amortization to be deducted from my monthly pension from the GSIS. For this purpose, I hereby authorize the GSIS to deduct from my monthly pension the required monthly amortization. Finally, I agree that my Pension Loan shall, at all times, be subject to the terms and conditions mentioned in this application.

Upon filing of this application, it is understood that I have previously secured a tentative computation of the net loan proceeds I will receive and that I fully conform to the terms and conditions.

TERMS AND CONDITIONS

- ELIGIBILITY REQUIREMENTS.** Qualified loan borrowers shall be old-age GSIS pensioners who are currently receiving monthly pension for at least a month and who have no outstanding service loans being amortized under the Choice of Loan Amortization Schedule for Pensioners (CLASP) and/or the GSIS Program for Restructuring and Repayments of Debts (GSIS-PRRD) at the time of filing.
- APPLICATION.** Application shall be through the GWAPS Kiosk located in the GSIS offices, government offices and malls or online loan application made through the GSIS website and sent to designated GSIS email addresses or through eGSISMO. For over-the-counter application at any GSIS office, the pensioner shall personally submit a properly accomplished application form, undergo strict validation procedure and present a copy of his or her eCard or UMID card, or in the absence thereof, any two (2) government-issued IDs bearing the photograph and signature of the pensioner.
- AMOUNT OF THE LOAN.** The amount that a qualified pension loan borrower can avail shall be up to six (6) times his or her Basic Monthly Pension (BMP) but not more than P500,000.00. The resulting net monthly pension after pension loan availment and Pensioners Emergency Loan (if any) must be at least twenty-five percent (25%) of the BMP.

If the pensioner fails to satisfy the 25% resulting net monthly pension after deducting the loan amortization/s, the gross loan amount will be recalculated to a lower amount.

Further, if the pensioner fails to indicate the preferred loan amount in the application form, the same shall be considered as an application for the maximum loan amount to which he or she is entitled.

- TARGET PROCESSING TIME.** Loans applied through the GWAPS kiosks shall be electronically processed within the day. Loans applied through OTC facility shall be processed within the day of the application if received by the processing units before 12:00 noon. For applications received after 12:00 noon, these will be processed by the next working day. Loans filed through online application and eGSISMO shall be processed within three (3) working days upon receipt of complete requirements.
- eCREDITING OF THE LOAN PROCEEDS.** The loan proceeds shall be eCredited to the pensioner's eCard or UMID card account.
- DUE DATE OF FIRST MONTHLY AMORTIZATION AND SUCCEEDING MONTHLY AMORTIZATION.** The first (1st) monthly amortization shall be due on the first (1st) day of the month following the granting of the pension loan and every 1st day of each month thereafter until the pension loan is fully paid.
- TERMS OF PAYMENT.** The loan principal, interest and other charges due shall be payable in twenty-four (24) equal monthly amortizations.

The monthly amortization shall be deducted from the borrower's monthly pension from GSIS. It is understood that the pensioner cannot authorize the stoppage of such pension deduction until the loan and other charges that have accrued thereon are fully paid.

In the event that deduction is not effected due to suspension of pension because of dismissal from service, existing policies on handling of claims with decided cases of dismissal from service with accessory penalty of forfeiture of benefits shall apply.

For pensioners whose monthly pension were suspended due to failure to comply with the requirements under the Annual Pensioners Information Revalidation (APIR), unpaid amortizations will be automatically deducted from their accrued pension once their status becomes active. No penalties will be imposed on the loan account and it will not advance into a due and demandable account.

8. **INTEREST RATE AND SERVICE FEE.** The pension loan shall incur interest at the rate of ten percent (10%) per annum computed in advance. A service fee of two percent (2%) of the gross loan amount shall be charged and deducted from the proceeds of the loan. Effective Interest Rate is 19.747% based on a 24-month repayment period.
9. **REDEMPTION INSURANCE.** The pension loan shall be covered by a loan Redemption Insurance (RI) whereby, in the event of the death of the pensioner, the theoretical balance of the loan shall be considered paid.

Monthly premiums for the LRI coverage shall be in accordance with the following schedule of LRI premiums:

Age	RI rate per P1,000.00	Age	RI rate per P1,000.00	Age	RI rate per P1,000.00	Age	RI rate per P1,000.00
52	0.53	64	1.54	76	4.73	88	13.17
53	0.58	65	1.69	77	5.16	89	14.16
54	0.63	66	1.85	78	5.62	90	15.20
55	0.69	67	2.02	79	6.11	91	16.32
56	0.76	68	2.20	80	6.65	92	17.59
57	0.82	69	2.41	81	7.26	93	19.16
58	0.90	70	2.64	82	7.96	94	21.36
59	0.98	71	2.90	83	8.72	95	24.79
60	1.06	72	3.21	84	9.54	96	30.67
61	1.16	73	3.55	85	10.41	97	41.31
62	1.28	74	3.92	86	11.30	98 & above	60.73
63	1.40	75	4.31	87	12.22		

The first installment of the LRI premium will automatically be deducted from the amount to be received by the pensioner from the loan. Subsequently, no LRI installment will be collected on the last month of the period of payment of the loan.

Thus, subsequent claim for Funeral and/or Survivorship benefits shall not be answerable for the balance of the pension loan.

10. **LOAN CANCELLATION AND PRE-TERMINATION.** Pensioners shall be allowed to cancel the loan agreement within a period of thirty (30) calendar days from the date of loan granting.

In case of cancellation of the loan, the borrower shall pay in full the principal amount plus the pro-rata interest covering the days from loan granting up to the date of full payment, which shall not be beyond 30 days from the date of loan granting. The request shall be automatically disapproved upon failure to fully pay within the aforesaid period.

Pre-termination of the loan, for purposes of loan renewal, shall not be allowed.

11. **RENEWAL OF THE LOAN.** A pensioner with a loan account shall be allowed to renew his or her loan if he or she has been deducted the required twenty four (24) monthly installments and if the conditions on eligibility requirements are met. Applications for renewal may be filed only on the month following the month of the last repayment.
12. **ATTORNEY'S FEES.** Should the GSIS be compelled to file a case for collection or to enforce any right hereunder against the Pensioner-Borrowers or avail of any remedy under the law or this Agreement, the Pensioner-Borrowers shall pay an amount equivalent to twenty-five (25%) percent of all amounts outstanding and unpaid as and for attorney's fees and litigation expenses.
13. **VENUE.** Any legal action, suit, or proceeding arising out or relating to this Agreement shall be brought or instituted in the appropriate courts in the City of Pasay or such other venue at the exclusive option of GSIS. In the event the Pensioner-Borrowers initiate any legal action arising from or under this agreement, for whatever causes, the Pensioner-Borrowers agree to initiate such action only in the City where the principal office of the GSIS is located.
14. **NOTICES.** All notices required under this Agreement or for its enforcement shall be sent through SMS or at the Postal/Mailing Address indicated in the Personal Data portion of this loan application or any other addresses as may be indicated hereafter by the Pensioner-Borrowers to the GSIS. The notices sent to any of the duly indicated addresses shall be valid and for all legal intents and purposes.

Pursuant to R.A. No. 9510, otherwise known as the "Credit Information System Act", and its Implementing Rules and Regulations (IRR), I hereby acknowledge and consent to: 1) the regular submission and disclosure of my basic credit data and updates thereon to the Credit Information Corporation (CIC); and 2) the sharing of my basic credit data with lenders authorized by the CIC, and credit reporting agencies and outsourced entities duly accredited by the CIC, subject to the provisions of R.A. No. 9510, its IRR and other relevant laws and regulations.

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

SIGNATURE OF MEMBER/BORROWER

TIN

DATE SIGNED



GSIS MULTI-PURPOSE LOAN FLEX (MPL FLEX)

(Please read instructions below)

INSTRUCTIONS: Ensure that the application form is properly filled out and submit duly accomplished application form to the nearest GSIS/Handling Office.

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action.

Name of Applicant

Last Name	First Name	Middle Name
Birthdate (MM/DD/YYYY)	GENDER	Business Partner (BP) No. eCARD/UMID Card No. eCARD/UMID Bank Account No.

Mailing/Residential Address

Complete Agency Name

Telephone No.	Mobile Phone No.	Email Address
For DepEd Personnel		
Division No.	Station No.	Employee No.

LOAN AMOUNT (Please encircle your choice or indicate preferred loan amount)

Basic Monthly Salary													
1 mo.	2 mos.	3 mos.	4 mos.	5 mos.	6 mos.	7 mos.	8 mos.	9 mos.	10 mos.	11 mos.	12 mos.	13 mos.	14 mos.
Preferred Loan Amount (Any amount lower than the maximum loan)									Php _____				

TYPE OF LOAN:

☐ New
☐ Renewal
(Please check choice)

I undertake to pay the loan within _____ years. (Please indicate applicable loan term.)

TERMS AND CONDITIONS

1. LOAN AMOUNT

- a. For Regular Active Members. The maximum loanable amount shall depend on the member's Period with Paid Premiums (PPP) and computed Basic Monthly Salary (BMS) based on actual premiums posted.
- Maximum Loanable Amount (MLA)** for the MPL Flex according to the PPP and employment status of the member:

PPP	Permanent Regular Member	Non-Career Regular Member
At least 1 month but less than 20 mos.	1 x BMS	--
At least 20 mos. but less than 3 years	3 x BMS	3 x BMS
At least 3 years but less than 5 years	4 x BMS	4 x BMS
At least 5 years but less than 10 years	7 x BMS	7 x BMS
At least 10 years but less than 15 years	10 x BMS	10 x BMS
At least 15 years and over	14 x BMS	14 x BMS

- b. Reclassified Members from Regular to Special. The loanable amount for Judges and Justices and Special Members with existing Memorandum of Agreement (MOA) with the GSIS shall be 14 times of their BMS. Likewise, Special Members under agencies who have entered into MOA with the GSIS for the GFAL or MPL shall be eligible to loan 14 times of their BMS.
- c. The amount of loan shall be based on the member's PPP (or Total Length of Service (TLS), in case of Special Members) but shall not exceed Php5,000,000.00.

- d. The member, both regular and special, has the option to choose a lower loan amount provided that the proceeds of the loan will be sufficient to cover aggregate balance of all existing loan accounts including the fees charged.
- e. Failure to indicate the preferred loan amount in the application form shall mean that the member is applying for the maximum loan amount for which the member is qualified to avail.

2. TERM

- a. For Regular Active Members. The loan term of the MPL Flex shall be as follows:

PPP	Permanent Regular Member	Non-Career Regular Member
At least 1 month but less than 20 mos.	Up to 3 years	--
At least 20 mos. but less than 10 years	Up to 6 years	Up to 3 years
At least 10 years and over	Up to 15 years	Up to 9 years

- b. For Special Members with MOA with the GSIS. The loan term of the MPL Flex shall be up to 10 years.
- c. If with existing HELP account, the loan term of the MPL Flex shall be up to 15 years:

PPP	Loan Term (In years)
At least 1 month but less than 20 mos.	Up to 3 years
At least 20 mos. but less than 10 years	Up to 6 years
At least 10 years and over	Up to 15 year

- d. The member-borrower shall be given the option to choose a shorter term in increments of one (1) year or 12 months.

3. **CONSOLIDATION OF LOANS**

The MPL Flex shall consolidate the following loans, following this order:

- a. Salary Loan (SL)
- b. Restructured Salary Loan (RSL)
- c. Enhanced Salary Loan (ESL)
- d. Emergency Loan Assistance (ELA)
- e. Summer One-Month Salary Loan (SOS)
- f. Conso-Loan Plus / Enhanced Conso-Loan Plus
- g. Member's Cash Advance / eCard Cash Advance / eCard Plus Cash Advance
- h. Home Emergency Loan Program (HELP)
- i. Educational Assistance Loan I and II (EAL I / II)
- j. Fly PAL, Pay Later (FPPL)
- k. Study Now, Pay Later (SNPL)
- l. Stock Purchase Loan (SPL)

The consolidation of the loans shall result in the full liquidation of the outstanding balances on the above loans. The outstanding balances of such loans, including surcharges (if any) to be waived, shall be computed up to the date of granting of the MPL Flex.

4. **INTEREST.** The interest rate shall be seven percent (7%) per annum computed in advance for members with PPP of less than three (3) years, and six percent (6%) per annum computed in advance for members with PPP of at least three (3) years.

For Special Members with MOA with the GSIS. Interest rate shall be 7% per annum computed in advance regardless of the term of the loan.

The Effective Interest Rate (EIR) per annum that shall be used are as follows:

Loan Term	7%	6%
1 year	13.4421961%	11.4573797%
2 years	13.7030186%	11.7120016%
3 years	13.6096275%	11.6630768%
4 years	13.4383335%	11.5441329%
5 years	13.2461477%	11.4038854%
6 years	13.0512190%	11.2582026%
7 years	12.8604790%	11.1134005%
8 years	12.6767332%	10.9722352%
9 years	12.5010403%	10.8359228%
10 years	12.3336560%	10.7049479%
11 years	-	10.5794269%
12 years	-	10.4592854%
13 years	-	10.3443505%
14 years	-	10.2344005%
15 years	-	10.1291928%

The monthly interest on outstanding balance of the loan shall be computed based on diminishing balance. Pro-rata interest covering the days from loan granting up to the end of the month prior to the first due month shall be deducted in advance from the loan proceeds.

5. **DUE DATE OF FIRST MONTHLY AMORTIZATION.** The remittance due date of the monthly amortizations shall be on or before the 10th day of each month following the due month until the loan is fully paid.

- a. For loans granted on or before the 23rd of the month, the first due month shall be the calendar month following the granting of the loan. The loan amortization shall be remitted by the agency to GSIS on or before 10th of the month following such due month.
- b. For loans granted after the 23rd of the month, the first due month shall be the 2nd calendar month following the granting of the loan, and shall be remitted by the agency to GSIS on or before the 10th of the month following such due month.

6. **REDEMPTION INSURANCE.** The MPL Flex shall have redemption insurance (RI) to safeguard the interests of both the member-borrower and the GSIS in case of the former's untimely death during the term of the loan. The RI rate shall depend on the interest rate and term of loan, to wit:

Loan Term	Monthly RI Rate (Per Php1,000 of Loan Amount)	
	At 7%	At 6%
1 year	0.31238	0.31157
2 years	0.31663	0.31492
3 years	0.32000	0.32730

Loan Term	Monthly RI Rate (Per Php1,000 of Loan Amount)	
	At 7%	At 6%
5 years	0.36350	0.35908
6 years	0.38190	0.37657
7 years	0.40111	0.39486
8 years	0.42111	0.41392
9 years	0.44193	0.43379
10 years	0.46364	0.45452
11 years	-	0.47617
12 years	-	0.49880
13 years	-	0.52244
14 years	-	0.54707
15 years	-	0.57269

- a. The RI Premium Rates shall be subjected to regular actuarial review every two (2) years, or for any other period, as may be deemed necessary, to assess the competitiveness and sustainability of the RI attached to the loan program.
- b. To ensure that the member-borrower is covered with RI from the date of loan granting, an advance RI premium shall be deducted from the loan proceeds as follows:

Date of Loan Granting	RI Premium to be Deducted
On or before the 23 rd of the month	Equivalent to 1 month
After the 23 rd of the month	Equivalent to 2 months

- c. If the member-borrower dies and the loan is up to date, the outstanding balance of the loan shall be deemed fully paid by virtue of the RI coverage.
- d. In case the loan is in arrears, only the theoretical outstanding balance shall be covered by the RI benefit and shall be deemed fully paid. The arrearages, however, shall be deducted from whatever benefits due the deceased. In case the arrearages exceed the benefits due the deceased, the excess shall be deducted from the subsequent benefits due the heirs.
- e. In case the loan is in default, the RI coverage shall be deemed lapsed or cancelled. Thus, the outstanding balance at the time of death shall be due and demandable and shall be deducted from whatever benefits due the deceased. In case the outstanding balance exceeds the benefits, the excess shall be collected from the subsequent benefits due the heirs.
- f. No RI premiums shall be collected from any subsequent benefit that the deceased member-borrower and the respective legal heirs are entitled to.
- g. The RI is automatically terminated in any of the following instances: (i) when the member-borrower pays the loan in full, or upon expiration of the loan term, whichever comes first; or (ii) upon the borrower's resignation, permanent disability, retirement, separation, cessation of membership coverage, or dismissal from the service.

7. **COMPUTATION OF FEES.** A Service Fee of 2% shall be charged upon granting of the loan (initial availment or renewal), computed based on the gross loan amount.

8. **COMPUTATION OF NET PROCEEDS.** The net proceeds of the MPL Flex shall be computed as follows:

Loan Amount (refer to the Table of Maximum Loanable Amount)		xx
Less: OBAL of Outstanding Loans to be consolidated or Old MPL	xx	
IDA	xx	
Advance RI Premium	xx	
Service Fee (2% of the Gross Loan Amount)	xx	
Proceeds before Arrearages		xx
Less: Emergency Loan (EML) Arrearages or OBAL, if past due* GFAL Arrearages	xx xx	xx
Net Proceeds		xx

* If past due, the 'one-time' waiver of outstanding surcharges on EML account shall be applied.

9. **e-CREDITING OF LOAN PROCEEDS.** The proceeds of the MPL Flex shall be directly credited to the eCard account of the member/borrower. The member-borrower shall be informed of the loan crediting through email or SMS message.

10. **PAYMENT MECHANISM.** The monthly amortization shall be paid through payroll deduction. It is understood that the deduction shall not be stopped until the loan is fully paid. However, the member/borrower shall directly remit to the GSIS office or to its accredited external payment service provider/s or online payment facility of servicing bank/s the loan amortization as they fall due under any of the following instances:

- a. The name of a member-borrower is excluded from the monthly collection list;
- b. The member-borrower is on secondment, on study leave without pay or extended leave without pay.

- c. The monthly amortization is not deducted and/or remitted by the agency for any other reason aside from item 4(b) above; or
- d. The loan amortization deducted from the payroll is not sufficient to cover the full amount due.

The member-borrower may likewise make advance payment/s on the loan on top of the regular payment through payroll deduction.

- 11. APPLICATION OF PAYMENTS.** The order of priority for the application of payment shall be as follows: (a) RI Premium, (b) Penalty, if any, (c) Interest and (d) Principal.
- 12. PENALTY FOR ARREARAGES.** An account is considered in arrears if: (a) there is payment for monthly installment but the remittance of said payment is delayed, (b) the actual amount paid for the month is less than the amount due for the same month; or (c) there is no payment made for the month. It shall incur a penalty at the rate of 1% per month, compounded monthly, until the arrears are paid.
- 13. RENEWAL.** The MPL Flex may be renewed anytime as long as there are net proceeds on the loan renewal, after deducting the outstanding balances of the previous MPL, EML in arrears or in default, and GFAL in arrears, with the penalties if any. The maximum loanable amount and loan term shall be determined based on the PPP of the member borrower at the time of application for loan renewal.
- 14. PRE-TERMINATION.** The MPL Flex may be pre-terminated by paying the outstanding balance of the loan before the end of the loan term. No fees shall be charged to the member-borrower in case of pre-termination.
- 15. LOAN CANCELLATION.** Member-borrowers shall be allowed to cancel the loan agreement within a period of thirty (30) calendar days from the date of loan granting. In cases of cancellation of the loan upon the behest of the member-borrower, the principal amount (or the face value in the loan contract), plus the pro-rata interest covering the days from loan granting up to the actual cancellation of the loan, shall be paid in full. The cancellation of the loan shall result in the reversal of all loans previously consolidated under the MPL Flex, including waived surcharges, if any. These loans shall be restored back to original status, and shall be computed corresponding interests and surcharges that have accrued from the time they were liquidated under the MPL Flex.
- 16. COMPULSORY PRE-TERMINATION.** The loan agreement shall be deemed pre-terminated upon the death, resignation, permanent disability, retirement, separation, cessation of membership coverage, or dismissal from the service of the borrower, in which case, the outstanding balance shall be due and demandable and shall be collected by GSIS from the claims of the member-borrower, or of the respective heirs, or through appropriate legal action except where redemption insurance is applicable in the case of death. Retiring member-borrowers may opt to avail of the Choice of Loan Amortization Schedule for Pensioners/CLASP, subject to existing policies and procedures.
- 17. DEFAULT.** In the event of default, the outstanding balance of the loan becomes due and demandable without need of demand or further notice, all of which the member-borrower expressly waives. In case of failure to pay the outstanding balance declared in default, the outstanding balance shall be charged a penalty of 18% per annum compounded monthly (p.a.c.m.), broken down as interest (on the outstanding balance) of 12% p.a.c.m. and surcharge of 6% p.a.c.m., from the date of default until the date of full payment. Accounts in default shall be endorsed for appropriate legal action within thirty (30) working days from default.
- 18. RECOVERY OF AMOUNT/S CREDITED IN THE eCARD.** GSIS shall have the right to recover any undue amount that it has credited in the eCard due to fraud, misrepresentation or error.
- 19. REFUND OF OVERPAYMENTS AFTER END OF LOAN TERM.** At the end of the loan term, any overpayment shall be treated in accordance with the policy guidelines on the treatment of excess payment.
- 20. ATTORNEY'S FEES.** Should the GSIS be compelled to refer the loan or any portion thereof to an Attorney-at-Law for collection or to enforce any right hereunder against the borrower or avail of any remedy under the law or this Agreement, the borrower shall pay an amount equivalent to 25% of all amounts outstanding and unpaid as and for attorney's fees and litigation expenses.
- 21. VENUE.** Any legal action, suit or proceeding arising out or relating to this Agreement, shall be brought or instituted in the appropriate courts in the City of Pasay or such other venue at the exclusive option of GSIS. In the event the borrower initiates any legal action arising from or under this Agreement, for whatever causes, the borrower agrees to initiate such action only in the City where the principal office of GSIS is located.
- 22. NOTICES.** All notices required under this Agreement for its enforcement shall be sent to the Office Address or the Residential Address indicated in the Personal Data portion of this loan application. The notices sent to the said Office or Residential Address shall be valid and shall serve as sufficient notice to the borrower for all legal intents and purposes.

*I confirm that I have read and fully understood the **GSIS MULTIPURPOSE LOAN FLEX (MPL FLEX) PROGRAM Terms and Conditions** and undertake to comply with them. Furthermore, I hereby authorize the GSIS, through my employer (government agency), to deduct from my terminal leave benefits any remaining outstanding loan obligations I may have with the GSIS upon my separation or retirement. I understand that the remittance thereof by my employer to the GSIS shall first be undertaken before the issuance of a GSIS clearance for the release of my remaining terminal leave benefits, if any.*

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

Finally, pursuant to R.A. No. 9510, otherwise known as the "Credit Information System Act", and its Implementing Rules and Regulations (IRR), I hereby acknowledge and consent to: 1) the regular submission and disclosure of my basic credit data and updates thereon to the Credit Information Corporation (CIC); and 2) the sharing of my basic credit data with lenders authorized by the CIC, and credit reporting agencies and outsourced entities duly accredited by the CIC, subject to the provisions of R.A. No. 9510, its IRR and other relevant laws and regulations.

MEMBER/BORROWER
(Signature over Printed Name)

DATE SIGNED

BIR TIN



APPLICATION FOR RETIREMENT/ SEPARATION/LIFE INSURANCE BENEFITS

(Please Read Terms and Conditions and Documentary Requirements at the back)

INSTRUCTIONS: Ensure that the form is properly filled out and submit the duly accomplished form to the nearest GSIS/Handling Office. Do not leave any blank items and indicate check marks (☐) on the provided boxes, when necessary.
WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action. **THIS FORM IS NOT FOR SALE.**

Date: _____

I hereby apply for a retirement/separation/life insurance benefit with the GSIS and declare to the best of my knowledge the following:

Last Name	First Name	Middle Name	GSIS Business Partner (BP) No.
Complete Mailing Address			
Date of Birth (mm/dd/yyyy)	Place of Birth	Gender	
Contact No. (Landline)	Cellphone No.	E-mail address	
Civil Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widower/ Widower		If married, Name of Spouse: (Last Name, First Name, Middle Name) Date of Birth: _____ Date of Marriage: _____	
Retirement/Separation Benefits Previously Availed (if applicable) <input type="checkbox"/> RA 660 <input type="checkbox"/> RA 1616 <input type="checkbox"/> PD 1146 <input type="checkbox"/> RA 8291			

I have the honor to apply for

☐ Retirement benefits under the retirement mode marked below, effective _____. I affix my signature beside my chosen option. (Please refer to the Terms and Conditions of each retirement mode on subsequent pages)

RETIREMENT LAW	RETIREMENT OPTIONS	SIGNATURE
RA 660	<input type="checkbox"/> Below age 60, monthly annuity payable annually for 5 years <input type="checkbox"/> Aged 60 to below 63, 3-year lump sum, 2 years balance payable on the 63 rd Birthday; monthly annuity after the 5-year guaranteed period <input type="checkbox"/> Aged 63 and above, 5-year lump sum, monthly annuity after the 5-year guaranteed period	_____ _____ _____
PD 1146	<input type="checkbox"/> Immediate Monthly Pension <input type="checkbox"/> 60 months x Basic Monthly Pension (BMP) and BMP after 5 years	_____ _____
RA 8291	<input type="checkbox"/> Option 1: 60 months x BMP and BMP after 5 years <input type="checkbox"/> Option 2: 18 months x BMP and BMP to start on date of retirement	_____ _____
RA 1616	<input type="checkbox"/> Refund of Retirement Premiums (Retirement gratuity to be paid by last Employer)	_____

APPLICATION FOR CLASP	<i>If you opt to retire under a retirement scheme with an immediate monthly pension, you may settle your outstanding loan obligation on installment basis under the Choice of Loan Amortization Schedule for Pensioners (CLASP) program. The remaining balance of your outstanding obligation shall be restructured as a loan with an interest rate of 10% per annum compounded annually (paca). Please indicate your choices below:</i>	
	As payment for my outstanding obligation, please deduct from the proceeds of my retirement benefit the amount equivalent to:	
	<input type="checkbox"/> 100%, since I am not availing the CLASP <input type="checkbox"/> 75%, remaining balance of 25% shall be paid through CLASP <input type="checkbox"/> 50%, remaining balance of 50% shall be paid through CLASP <input type="checkbox"/> 25%, remaining balance of 75% shall be paid through CLASP	SIGNATURE _____ _____ _____
	Preferred repayment term for the remaining balance: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	
	<i>I confirm that I have read and fully understood the PENSIONER RESTRUCTURED LOAN (PRL) Terms and Conditions and undertake to comply with them. Pursuant to Republic Act (R.A.) No. 9510, otherwise known as the "Credit Information System Act", and its Implementing Rules and Regulations (IRR), I hereby acknowledge and consent to: 1) the regular submission and disclosure of my basic credit data and updates thereon to the Credit Information Corporation (CIC); and 2) the sharing of my basic credit data with lenders authorized by the CIC, and credit reporting agencies and outsource entities duly accredited by the CIC, subject to the provisions of R.A. No. 9510, its IRR and other relevant laws and regulations.</i>	

<input type="checkbox"/> SEPARATION BENEFIT (RA 8291) effective (mm/dd/yyyy) _____	SIGNATURE _____
<input type="checkbox"/> Below 60 years old with less than 15 years in service (Cash Benefit payable at age 60)	_____
<input type="checkbox"/> Below 60 years old with more than 15 years in service (Cash Benefit payable upon separation and monthly pension upon reaching age 60)	_____
<input type="checkbox"/> 60 years old and above with less than 15 years in service (Cash Benefit payable immediately)	_____

Declaration of Pendency/Non-Pendency of Case	I undertake to submit my Declaration of Pendency/Non-Pendency of case, duly subscribed and sworn to before a Notary Public or Administering Officer of my agency-employer, as a condition for the release of my retirement benefit and in compliance with Section II of CSC Resolution No. 1302242 dated 1 October 2013.
---	--

<input type="checkbox"/> LIFE INSURANCE BENEFIT			
Type of Life Insurance:	<input type="checkbox"/> Compulsory	<input type="checkbox"/> Optional	Policy No. (if claiming for Optional Policy): _____

NAME OF CLAIMANT IF MEMBER IS DECEASED:			
Last Name	First Name	Middle Name	GSIS Business Partner (BP) No.
Complete Mailing Address			
Date of Birth (mm/dd/yyyy)	Relationship to Deceased Member:	Contact No./Cellphone No.	

Type of benefit applied for:	
<input type="checkbox"/> Maturity Benefits	
<input type="checkbox"/> Cash Surrender Value/Termination Value, in view of my	
<input type="checkbox"/> retirement effective _____	
<input type="checkbox"/> resignation/separation from the government service on _____	
<input type="checkbox"/> state other reason/s _____	
<input type="checkbox"/> Death Benefits: Date of Death: _____	
<input type="checkbox"/> Accidental Death Benefit (ADB) (applicable for CM(LEP)/Optional policies)	

It is understood that the entire outstanding balance of my policy as well as the arrearages and balances of my other loans and accountabilities with the GSIS which are due and demandable shall be deducted from the said benefit pursuant to Articles 1231 and 1278 of the Civil Code of the Philippines, RA 8291 and the existing policies of the GSIS.

DATA PRIVACY CONSENT
<i>I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.</i>

<div></div>	Printed Name and Signature of Witnesses to Thumb mark: (Both witnesses must provide photocopy of 2 valid government issued IDs)
_____	1. _____
_____	2. _____
Signature of Applicant over Printed Name	Thumbmark (if unable to affix signature)

Claim proceeds shall be electronically credited to your eCard/UMID account and may be withdrawn from your nearest bank or ATM. If you have no eCard/UMID, the proceeds will be paid through check.

TO BE FILLED OUT BY HEAD OF AGENCY OR HIS AUTHORIZED ENDORSING OFFICER	
1st Endorsement	
Respectfully forwarded to GSIS this application for retirement/separation/life insurance benefit with our recommendation for approval. It is hereby certified that the applicant: (Place a check (√) mark on the pertinent box only)	
1. <input type="checkbox"/> has no pending administrative/criminal case.	
2. <input type="checkbox"/> has pending administrative/criminal case at _____.	
3. <input type="checkbox"/> has a decided administrative case with _____. (Please attach certified copy of Decision)	
4. <input type="checkbox"/> has a decided criminal case with _____. (Please attach certified copy of Decision)	
5. <input type="checkbox"/> is applying for Refund of Premiums under RA 1616 and the application for gratuity benefit has been approved by this Office.	
Signature over printed name of the Head of Agency or his/her Authorized Endorsing Officer	Date signed: _____
Office name: _____	Office address: _____

TERMS AND CONDITIONS

I. RETIREMENT

A. Eligibility Requirements

1. Member shall be entitled to the retirement benefit, provided Member is separated from the service at the time of application, and on condition that:

Under RA 660	<div>1. Member has been in the service on or before May 31, 1977;</div> <div>2. Member must be on permanent status at the time of retirement with continuous service for the last three (3) prior to retirement and has made contributions for at least five (5) years; and</div> <div>3. Member has met the age and service requirements (YOS) as indicated below:<table><tr><td>Age</td><td>52</td><td>53</td><td>54</td><td>55</td><td>56</td><td>57</td><td>58</td><td>59</td><td>60</td><td>61</td><td>62</td><td>63</td><td>64</td><td>65</td></tr><tr><td>YOS</td><td>35</td><td>34</td><td>33</td><td>32</td><td>31</td><td>30</td><td>28</td><td>26</td><td>24</td><td>22</td><td>20</td><td>18</td><td>16</td><td>15</td></tr></table></div>	Age	52	53	54	55	56	57	58	59	60	61	62	63	64	65	YOS	35	34	33	32	31	30	28	26	24	22	20	18	16	15
Age	52	53	54	55	56	57	58	59	60	61	62	63	64	65																	
YOS	35	34	33	32	31	30	28	26	24	22	20	18	16	15																	
Under PD 1146	<div>1. Member should have been separated/retired on or before June 23, 1997; and</div> <div>2. Member has rendered at least fifteen (15) years of service in the government.</div>																														
Under RA 8291	<div>1. Member should have been separated/retired on or after June 24, 1997;</div> <div>2. Member has rendered at least fifteen (15) years of service in the government;</div> <div>3. Member is at least sixty (60) years of age at the time of retirement;</div> <div>4. Member is not receiving a monthly pension benefit due to permanent total disability; and</div> <div>5. Member must not be a uniformed personnel of PNP, BJMP and BFP.</div>																														
Under RA 1616	<div>1. Member has been in the service on or before May 31, 1977;</div> <div>2. Member, regardless of age, must have at least twenty (20) years of service in the government at the time of retirement; and</div> <div>3. Member must have rendered continuous service for the last three (3) years and must not incur leave without pay of more than one (1) year except in cases of death, disability, abolition or phase-out of position due to reorganization. Except for teachers who are allowed more than one (1) year leave without pay under the Magna Carta for Teachers.</div>																														

2. Request for conversion from one mode of retirement to another shall not be allowed.
3. The retirement proceeds shall at all times be subject to deduction for any outstanding indebtedness the member may have incurred with GSIS, pursuant to Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616, RA 8291 and PD 1146) and existing policies.

B. Conditions for Receipt of Monthly Pension

Upon reaching the age 60, or after the end of the 5-year guaranteed period, the qualified pensioner is required to personally appear at GSIS Office nearest his/her place of residence. Member shall be required to fill up a **request for commencement of pension** and afterwards enroll for the **GSIS UMID-Compliant eCard/Kiosk transaction card**. Previously registered old-age and survivorship pensioners shall no longer be required to comply with the Annual Renewal of Active Status (ARAS) EXCEPT: 1) Pensioners on suspended status as of April 30, 2011 and has not renewed active status as of present date; and 2) Pensioners whose birth month falls in CY 2011 on the months of February, March or April. The pensioners living abroad or in the ARMM Region shall be required to comply with the ARAS on their birth month every year.

II. SEPARATION

A. Entitlement to Separation Benefits under RA 8291

A member who has accumulated a minimum of three (3) years creditable service shall be entitled to separation benefit upon resignation or separation under the following terms:

1. For member with at least three (3) years but less than fifteen (15):
- A cash payment equivalent to one hundred percent (100%) of the average monthly compensation for every year of creditable service the member has paid contributions, but not less than Twelve Thousand Pesos (P12,000.00), payable upon reaching sixty years of age or upon separation, whichever comes later.
2. For member with at least fifteen (15) years of service and less than sixty (60) years of age upon separation:
- a. A cash payment equivalent to eighteen (18) times the basic monthly pension, payable at the time of resignation or separation;
- b. An old-age pension benefit equal to the basic monthly pension, payable monthly for life upon reaching age 60.

B. Prescriptive Period for Filing of Separation Benefit

Application for separation benefits must be filed within four (4) years from the date of separation as provided for under RA 8291.

III. COMPULSORY LIFE INSURANCE BENEFITS UNDER THE LIFE ENDOWMENT POLICY (LEP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Maturity benefit	The face amount payable to the member upon maturity of the policy.
2. Cash Surrender Value	The earned values during the term of the insurance payable to the member when he is separated from the service before maturity date of the policy or when he is considered as a case of Permanent Total Disability (PTD).
3. Death Benefit	The face value of the policy payable to designated beneficiary/beneficiaries or legal heirs, in the absence of the former, upon the death of the member.
4. Accidental Death Benefit	An additional benefit equivalent to the amount of Death Benefit when the member dies by accident. In this connection, proof must be presented to sufficiently establish that the cause of the member's death is accidental. The right to present sufficient proof to show that death was accidental shall prescribe if the claim for ADB is filed four (4) years after the death of the member.
5. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

IV. COMPULSORY LIFE INSURANCE BENEFITS UNDER THE ENHANCED LIFE POLICY (ELP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Death Benefit	Equivalent to the latest annual salary multiplied by the amount of insurance (AOI) factor which is 1.5 or 18 times the current monthly salary of the member or as determined by the GSIS, payable to the legal heirs, less all outstanding obligations of the member in accordance with Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616 and RA 8291) and existing policies.
2. Termination Value (TV)	The policy earns a TV during the life of the policy computed from the percentage of the life insurance premiums actually remitted and paid to GSIS. TV is equivalent to a percentage of monthly life insurance premiums as determined by the GSIS, due and paid in full, either by direct remittance or through an APL facility. The accumulated TV will grow at such rate as determined by the Actuary and shall be paid to the member upon his separation from the government service less all indebtedness of the member with the GSIS in accordance with Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616 and RA 8291) and existing policies.
3. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

V. OPTIONAL LIFE INSURANCE POLICY (OLIP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Maturity Benefit	The face amount payable to the member upon maturity of the policy less indebtedness consisting of premium arrearages and policy loan balance.
2. Cash Surrender Value	The policy reserve earned by the policy at the end of each anniversary year. After the insurance have been in force for one (1) year, it begins to earn cash value which increases annually, but which never exceeds the face value of the policy. The CSV of the policy less indebtedness and surrender charge is the amount which the GSIS will pay to any policyholder in the event Member surrenders the policy.
3. Disability Benefit	A disability claim arises when during the paying period that the policy is in force; the policyholder becomes permanently and totally disabled before his 60 th birthday, whether the disability is caused by illness or injury. Upon permanent and total disability, premium payments on the policy will not be required from the approved date of disability.
4. Death Benefit	The face value of the policy payable to designated beneficiary/beneficiaries or legal heirs, in the absence of the former, upon the death of the member.
5. Accidental Death Benefit	An additional benefit equivalent to the amount of Death Benefit when death occurred within ninety (90) days from the date of the accident. In this connection, proof must be presented to sufficiently establish that the cause of the member's death is accidental.
6. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

VI. DOCUMENTARY REQUIREMENTS

A. Retirement/Separation Benefit

- 1. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits
- 2. Service Record with Leave Without Pay (LWOP) Certification (*indicating the specific dates and time of LWOP*)
- 3. Declaration of Pendency/Non-Pendency of Case (DPNPC) form (*date administered/notarized should be on or after receipt of notification from GSIS*)

B. Life Insurance Benefit

Maturity or Cash Surrender Value (Regular/ Optional)	<ul style="list-style-type: none">a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefitsb. Service Record with LWOP Certification (<i>indicating the specific dates and time of LWOP</i>)
Death Claim/ Accidental Death Benefit (LEP)	<ul style="list-style-type: none">a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefitsb. Service Record with LWOP Certification (<i>indicating the specific dates and time of LWOP</i>)c. Death Certificate of member issued by Local Civil Registrar (LCR) or Phil Statistics Authority (PSA) (formerly National Statistics Office or NSO); or authenticated by Philippine Consular Office, if died abroadd. Affidavit of Surviving Legal Heirs/Surviving Spouse/Guardianship Form, if with minor/incapacitated children (for cases with no designated beneficiaries only)e. Court Order, or Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form supported by a Report or Certification issued by the DSWD Office where the minor/ incapacitated dependent child is residing, if the guardian is not the natural parentf. Birth Certificate/s issued by LCR or PSA or valid passport or two (2) valid government-issued IDs with date of birth and signature, if designated beneficiary/ies /payee/s is/are not GSIS memberg. Marriage Contract of female beneficiary/ies issued by LCR or PSAh. Police Investigation Report , if death is due to accident
Death Claim (ELP)	<ul style="list-style-type: none">a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefitsb. Service Record with LWOP Certification (<i>indicating the specific dates and time of LWOP</i>)c. Death Certificate of member issued by LCR or PSA; or authenticated by Philippine Consular Office, if died abroadd. Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form, if with minor/incapacitated childrene. Court Order, or Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form supported by a Report or Certification issued by the DSWD Office where the minor/ incapacitated dependent child is residing, if the guardian is not the natural parentf. Birth Certificate/s issued by LCR or PSA or valid passport or two (2) valid government-issued IDs with date of birth and signature, if designated beneficiary/ies /payee/s is/are not GSIS memberg. Marriage Contract of female beneficiary/ies issued by LCR or PSA