



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



DEC 15 2020

MEMORANDUM

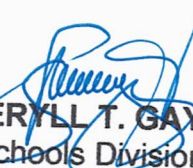
TO : ALL CITY OFFICIALS/EMPLOYEES

SUBJECT : G SIS COMPUTER LOAN PROGRAM

DATE : December 15, 2020

Please see attached Memorandum dated November 11, 2020, signed by the Acting City Administrator / City Personnel Officer, **JANET S. OBISPO**, content of which is self-explanatory.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA

Office of the City Administrator

11 November 2020

MEMORANDUM

FOR : All City Officials/Employees

SUBJECT : **GSIS COMPUTER LOAN PROGRAM**


For the information and guidance of all city officials and employees, the Government Service and Insurance System (GSIS) has opened a new loan product, the GSIS Computer Loan Program.

The said loan is open to all active members (permanent status) who can avail of a maximum loanable amount of P30,000.00 to purchase a computer, laptop or its peripherals for their use.

Duties and Responsibilities of Agency Authorized Officer (AAO)

1. The Agency Authorized Officer (AAO) is obliged to certify that the member meets the following;
 - a. Is in active service with the agency;
 - b. Has no pending administrative case and/or criminal charge;
 - c. Has provided information that is true and correct based on the records of the agency;
 - d. Is not on leave of absence without pay; and
 - e. Has a net take home pay sufficient to cover the regular monthly amortization due for this loan amount applied for after all the required monthly obligations have been deducted.
2. A certification with the signature of the AAO at the back of the accomplished Computer Loan Application Form by a qualified member is required;
3. This is similar to the certification that the AAO requires in approving loans for the members using the GSIS kiosk machine;
4. Part also of the certification is confirming that the monthly amortization shall be deducted from the member-borrower's monthly salary and that in case of separation from service of the member-borrower, clearance shall first be obtained from the GSIS before any document and/or final payment of benefits shall be released in favor of the member-borrower;
5. Submission of a Monthly Feedback Report to the GSIS enumerating the names of those who availed of the loan and the type of gadget bought.


.All heads of department/office shall be responsible for the proper dissemination of this memo to all employees under their jurisdiction.


JANET S. OBISPO
Acting City Administrator/
City Personnel Officer

Marikina City Hall, Shoe Ave., Brgy. Sta Elena, Marikina City 1800
Tel. Nos.: 8646-1634; 8646-0365
Email add: mayorsofficemarikina@yahoo.com

SCHOOLS DIVISION OFFICE
Marikina City
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Date: _____ Time: 11:11
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