DIVISION MEMORANDUM
No. 062, s. 2020

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Elementary and Secondary School Principals/Officers In-Charge
Administrative Officer V
Unit Heads
All Concerned

GSIS FINANCIAL ASSISTANCE LOAN (GFAL) APPLICATION

As per GSIS ADVISORY dated August 25, 2020, submission of GFAL Application resumes and is extended until December 31, 2020.

In this light, all interested and qualified applicants who shall opt to apply ONLINE are hereby informed of the STEP BY STEP procedure (please see inclosure) in submitting application forms and required attachments to avoid unnecessary occasions of going out of homes and contracting the infectious COVID 19 virus.

Likewise, the field is also reminded of sending a request for approval of GSIS loans (Policy, Consol, Emergency) within 6 calendar days upon application via kiosk/@gwaps or upon receipt of notification from GSIS (for ONLINE application) to verifier.ncr.iregio@deped.gov.ph (please see attached template in sending said request). If no email is sent, it would automatically mean disapproval since the application in the system gets deleted after the said period. Use of DepEd email in sending requests is a MUST.

Immediate and wide dissemination of this Memorandum is highly desired.

SHERYLL T. TAGAYOLA
Assistant Schools Division Superintendent
Office In-Charge
Office of the Schools Division Superintendent
STEP BY STEP PROCEDURE IN THE SUBMISSION OF GFAL APPLICATION

MEMBERS MAY QUALIFY FOR GFAL IF:

1. they are permanent government employees for at least three (3) years with outstanding loan from private lending institutions, government banks, cooperatives, or other instrumentalities accredited or recognized by DepEd;
2. have paid GSIS premiums for at least three years;
3. have no due and demandable GSIS loan.
4. must NOT be on leave of absence without pay;
5. have a net take-home pay of not lower than Php5,000 after deduction of monthly obligations; and
6. have no pending administrative case or criminal charge.

STEP 1
Secure TENTATIVE COMPUTATION by sending email to gfal_ncrgroup@gsis.gov.ph.

STEP 2
Soon as TENTATIVE COMPUTATION is received, scan the following requirements:

(For GFAL Application)
- Accomplished GFAL form, (downloadable from GSIS website)
- Accomplished STATEMENT OF ACCOUNT (SOA) (downloadable from GSIS website) issued by your Private Lending Institution (PLI)
- Disclosure (issued by your PLI)
- I.D. of Lender's representative,
- clear original copy of latest payslip,
- Administrative Clearance (to be requested from the Division Office; refer to Division Memo released August 10, 2020)
- Certificate of Leave Without Pay (LWOP) to be requested from HRMO by sending email to cecilio.chan@deped.gov.ph (please state the purpose)
- GFAL computation from gfal_ncrgroup@gsis.gov.ph

(For Gsisc Top Up Loan Application)
- Accomplished Top Up Form (downloadable from GSIS website)
- clear original copy of latest payslip
- Administrative Clearance (to be requested from the Division Office; refer to Division Memo released August 10, 2020)
- Certificate of Leave Without Pay (LWOP) to be requested from HRMO by sending email to cecilio.chan@deped.gov.ph (please state the purpose)
- Top Up Computation from gfal_ncrgroup@gsis.gov.ph

(FOR GFAL + Top UP accomplish application forms for both)

STEP 3
Send ALL scanned requirements to verifier.ncr.regio@deped.gov.ph, with the subject GFAL_NAME_BP NO.
(Sample: GFAL_JUAN T. DELA CRUZ_2020090846)
STEP 4

Upon receipt of confirmation from Verifier that application can be accommodated, original hard copy of the APPLICATION FORM and original hard copy of latest payslip shall be brought to the Division Office for AAO’s signature on the application form and authentication of payslip. (PLEASE PUT IN A CLEAR PLASTIC ENVELOPE)

STEP 5

Borrower shall be notified by School clerk to pick up signed application form/s and authenticated payslip from the Division Office.

STEP 6

Scan signed application form and authenticated payslip.

STEP 7

Send ALL scanned requirements to gfal_nrcgroup@gsis.gov.ph. Use the following details when sending:

Subject: GSI5_TYPE OF LOAN (GFAL I, II or TOP UP)_BP_NO_LAST NAME_FIRST NAME_AGENCY NAME

(Example:

GSIS_GFAL II_200D123456_DELA CRUZ_JUAN_MARIKINA HIGH SCHOOL-DEPED MARIKINA

Salamat po.

NOTE: For those who will be required to renew their Consoloan before GFAL/GFAL +Top Up Approval, they must first secure GFAL + Consol Tentative computation.

adh/hrmo
FORMAT OF EMAIL TO BE SENT IN REQUESTING FOR APPROVAL OF GSIS LOANS (POLICY, EMERGENCY, CONSOL)
(send request to verifier.ncr.lregio@deped.gov.ph)

I. (NAME), (SCHOOL), am requesting for approval of my application for GSIS (CONSOL/EMERGENCY/POLICY) with monthly amortization of ____________, to be deducted from my salary.

SUBJECT: GSIS_NAME_BP NO (SAMPLE: GSIS_JUAN T. DELA CRUZ_2020090846)