



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) / 369-9046(SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



September 28, 2018

**MEMORANDUM TO:**

Chief Education Supervisors – CID and SGOD  
Elementary and Secondary School Principals  
Officers-In-Charge  
Unit Heads  
Public Schools  
All Concerned



**GSIS – GFAL APPLICATION**

Attached is a Memorandum dated September 12, 2018, from the Office of **MR. WILFREDO E. CABRAL**, Officer In-Charge, Office of the Regional Director, regarding DepEd Employees' application for GSIS Financial Assistance Loan, content of which is self-explanatory.

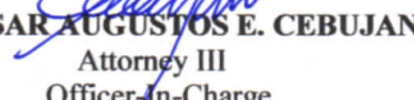
**It is hereby advised that all personnel who are interested to apply shall download the form, accomplish fully, and prepare the necessary documentary requirements ready before going to the division on the schedule which shall be announced soon.**

Immediate and wide dissemination of this Memorandum is desired.

**FOR:**

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

**BY:**

  
**CEASAR AUGUSTOS E. CEBUJANO**  
Attorney III  
Officer-In-Charge  
Office of the Schools Division Superintendent



**Republika ng Pilipinas**  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
**PAMBANSANG PUNONG REHIYON**  
*(NATIONAL CAPITAL REGION)*  
**Daang Misamis, Bago Bantay, Lungsod Quezon**  
*(Misamis St., Bago Bantay, Quezon City)*

Department of Education  
National Capital Region

**RELEASED**

By: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

**MEMORANDUM**

**TO : Schools Division Superintendents**  
**FROM : Office of the Regional Director**  
**RE : GSIS- GFAL Application per Division**  
**DATE : September 12, 2018**

DIVISION OF CITY SCHOOLS  
MARIKINA

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After a meeting with GSIS officers, they agreed to send their personnel to be stationed in every Division for purposes of accepting and facilitating applications for GFAL. They will set the schedule per Division.

In this connection, the School Heads should be advised to inform the teachers on this matter and, that those who would like to avail the GFAL should **accomplish the application form which may be downloaded** ([http://www.gsis.gov.ph/downloads/forms20180504-FORMS-GFAL\\_Application.pdf](http://www.gsis.gov.ph/downloads/forms20180504-FORMS-GFAL_Application.pdf)) **and prepare all documentary requirements ( GSIS prescribed Statement of Account, Loan Agreement/documents, validated Pay Slips for the last three months) ready before going to the Division.**

Further, Divisions are advised to extend assistance by providing an area for the GSIS personnel with strong internet connection for the processing of applications, and to arrange a schedule for the teachers per schools taking into consideration their shifting schedule.

For information and compliance.

**WILFREDO E. CABRAL**  
Officer-In-Charge  
Office of the Regional Director

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BY: \_\_\_\_\_  
DATE/TIME: 9/29/18