

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Office of the President

September 11, 1998

MEMORANDUM NO. 91

Series of 1998

T O: All GSIS Members

R E: Group Filing of All Claims and Loan Applications with the GSIS

Attached is certified xerox copy of GSIS Circular No. 2-98 which is self-explanatory.

In view of this, the HRMDO is directed to facilitate the transmittal of all claims and loan applications to the GSIS at least weekly. The PPO Dispatcher is likewise directed to coordinate with the HRMDO as to the travel schedule of PPO drivers so that they can have the transmittal list received by the GSIS.

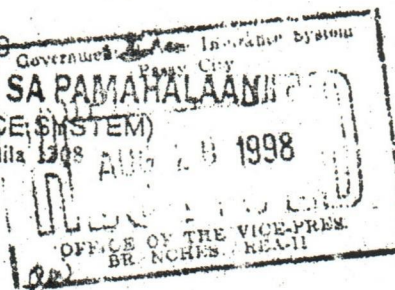
All claimants/loan applicants are therefore required to submit their claim/loan applications with complete supporting papers to the HRMDO for consolidation and transmittal.

For compliance.

SAMUEL S. GO
President



REPUBLIKA NG PILIPINAS
PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
Financial Center, Pasay City, Metro Manila 1308



August 17, 1998

CIRCULAR NO. 2-98

FOR : ALL HEADS OF DEPARTMENTS AGENCIES, CHIEFS OF BUREAUS AND OFFICES, HEADS OF GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, STATE UNIVERSITIES AND COLLEGES, LOCAL GOVERNMENT UNITS AND OTHER OFFICES CONCERNED.

SUBJECT : Batch or Group Filing of All Claims and Loans Applications and Updating Specimen Signatures of Indorsing Officials

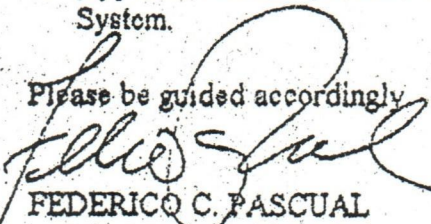
To simplify delivery of services and expedite settlement of loans and claims by offices, effective September 15, 1998, the following procedures are hereby adopted in the filing of applications at the Customer Relations and Monitoring Department, GSIS Headquarters, Pasay City and all Branch Offices, nationwide.

All applications for membership, loans (salary, policy, emergency, stocks, and others) and claims (retirement, survivorship, life insurance, employees compensation, and others) shall be filed in batch or group of at least 1 but not more than 20 applications per transmittal list using the enclosed form design (in triplicate copies) for each specific transaction. The list may be transmitted daily. The transmittal list will serve as a register for each specific transaction like salary loan applications all in one list. Likewise, policy loan applications shall be separately listed in another transmittal list. All other business transactions will have their own separate lists. The new form design shall be reproduced by the offices using them.

Administrative/Personnel Officers are hereby requested to lend support in implementing the Circular at their end so that the new procedure could operate smoothly, thus:

1. Update specimen signatures of authorized Indorsing Officials for salary and policy loans, service records, EC, retirement (form enclosed);
2. Designate and identify authorized Liaison Officers indicating their specific duties/functions;
3. Check and review the data indicated in the transmittal lists (names, CM/Policy Nos., completeness of all supporting documents or filing requirements and the signatures/indorsements of authorized Indorsing Officials.
4. Applications not covered with the new transmittal list shall not be received by the System.

Please be guided accordingly


FEDERICO C. PASCUAL
President & General Manager

/Encl.: a.s.

OFFICE:
Office Address:
Date:

Respectfully forwarded to the Branch Manager GSIS Tacloban Branch, recommending approval of the following _____ transaction/s (state whether application for membership salary loan, Policy Loan, Retirement, Funeral Benefit, and others).

PRINT NAME OF MEMBER/APPLICANT	CM/POL. NO.	REMARKS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Submitted by: _____

Approved by: _____

Signature over Printed Name of Liaison Officer

Signature Over Printed Name of Indorsing Official

Received by: _____

Signature Over Printed Name of MAO, GSIS

(For GSIS use only)

cut here
CLAIMS/LOANS BATCH TRANSMITTAL LIST

LOANS	CLAIMS	Date:	Filed:	Location:	1st flr: _____
MEMBERSHIP	SSD	Scheduled:	Rec'd by:		2nd flr: _____
		Initial:			3rd flr: _____
					4th flr: _____

Note: Claims/Loans applications shall be filed in batch or group of at least 1 but not more than 20 applications
This new form shall be reproduced by the offices using them