



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

12 September 2001

MEMORANDUM CIRCULAR NO. 62
Series of 2001

T O: All LSU Staff

R E: Requirements for Processing of GSIS Loans & Other Claims

Please be informed that effective September 3, 2001, GSIS Tacloban Branch thru its Branch Office Memorandum Circular 01-01 will release proceeds of salary, policy and emergency loan, cash surrender value, maturity and dividend claims through the facilities only of the Land Bank of the Philippines.

In view thereof, all GSIS members are required to open an individual savings/ATM account with any LBP branch before submitting loan applications/claims with the GSIS. In opening savings/ATM account, members must present the following:

- a) Two valid IDs:
 - Office ID
 - Passport
 - Drivers License
 - PRC License
 - School ID
 - SSS/GSIS ID
 - Credit Card
 - NBI
- b) Original copy of GSIS policy contract/certificate of membership
- c) P100.00 initial deposit for account activation
- d) Duly filled up cash deposit slip

Our Cash Division will secure from LBP Ormoc Branch the necessary forms. Please coordinate with Ms. Corazon U. Nuevo so that application for ATM/savings account can be submitted by batch.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Ms. C. U. Nuevo