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MEMORANDUM CIRCULAR NO. ³⁵___
Series of 2025

TO: All GSIS Members of VSU

RE: GSIS Disbursements Through Digital Payment Channels

FROM: DR. PROSE IVY G. YEPES
University President

DATE: January 31, 2025

For the information of all concerned VSU employees, the Government Service Insurance System (GSIS) has issued GSIS Memorandum Circular No. 059, series of 2024, regarding the "GSIS Disbursements Through Digital Payment Channels" and the Declaration of Account. Please see attachments for your reference.

The circular provides details on the scope, general guidelines, requirements, and confirmation process for digital disbursements. It covers transactions under the Claims and Processing Accounting System (CPAS), including Retirement Benefits, Regular Life Insurance, Funeral Benefits, Survivorship Benefits, Pre-Need and Optional Life Insurance, Employees' Compensation Benefits, Refunds, Adjustments, and Recomputation of Benefits and other claims disbursements.

Additionally, it applies to Miscellaneous Transactions, such as administrative and operational disbursements, general insurance payments, and other expenses not covered under CPAS.

For your information and usual support.

cc: Director, HRMDO
Director, Finance Management

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No. 25-35



Government Service Insurance System

Paseguruhan ng mga Naglilingkod sa Pamahalaan



GSIS MEMORANDUM CIRCULAR NO. 059, SERIES OF 2024
PPG 406-24

FOR : HEADS OF CONSTITUTIONAL BODIES, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, STATE UNIVERSITIES AND COLLEGES, AND ALL OTHER CONCERNED;
ALL AGENCY AUTHORIZED OFFICERS
ALL GSIS MEMBERS AND PENSIONERS

SUBJECT : GSIS DISBURSEMENTS THROUGH DIGITAL PAYMENT CHANNELS

Pursuant to Board Resolution No. 120 dated 27 Nov 2024 approving Policy and Procedural Guidelines (PPG) No. 406-24 on the GSIS Disbursements through Digital Payment Channels, the following guidelines are hereby issued:

A. COVERAGE

The Guidelines shall cover digital disbursements for CPAS¹ and miscellaneous² transactions.

The Guidelines shall exclude the following:

1. Disbursements that are already paid through e-crediting.
2. Disbursements with multiple payees which shall be paid through check if:
 - a. At least one (1) payee does not have a transaction account; or
 - b. At least one (1) portion of the claim or payable exceeds the threshold amount.

B. GENERAL GUIDELINES

1. The GSIS shall use all applicable digital payment platforms for its disbursements and ensure that other mode of payments is available in the event of system downtime for digital payment channels.
2. At any given time, a payee can only have one (1) transaction account recorded in the system. For GSIS members, their respective GSIS member account shall be the default transaction account for both CPAS and miscellaneous disbursements.
3. For non-GSIS members, a notarized Declaration of Account Form (DAF) shall be required, which contains their transaction account information. The

¹ CPAS transactions for digital disbursement includes Retirement, Regular Life, Funeral, Survivorship, Pre-Need, Optional Life, Employees Compensation, Refund/Adjustment/Recomputation, and other claims disbursements.

² Miscellaneous transactions for digital disbursement include payments for administrative and operating, general insurance and/or any other expenses not covered by CPAS.



transaction account number indicated in the notarized DAF submitted shall be the destination account to which the GSIS's payment shall be credited. Additionally, proof of ownership of transaction account shall also be submitted. The valid transaction account details shall be enrolled in the system.

The transaction account information created in the system must be valid and must be under the name of the payee.

Separate DAFs will be required for individual accounts and corporate accounts together with the proof of ownership of transaction account.

4. Whenever applicable, GSIS may limit the use of a particular service of a DPSP for digital payments up to a specified threshold amount subject to the approval of all the EVPs. In such cases, the Treasury Operations Office (TOO) shall issue an advisory to all OUCs for its implementation and advice to all possible payees.

Payment in excess of the threshold amount shall be through check, Letter of Authority (LOA), or other modes as may be authorized by GSIS.

C. REQUIREMENTS FOR DIGITAL DISBURSEMENTS

Payment of claims, benefits, and miscellaneous disbursements shall require the submission of a notarized DAF by the claimant/payee.

The transaction account declared in the notarized DAFs shall be the basis for the creation of a bank file for disbursements through digital payment services with DPSPs.

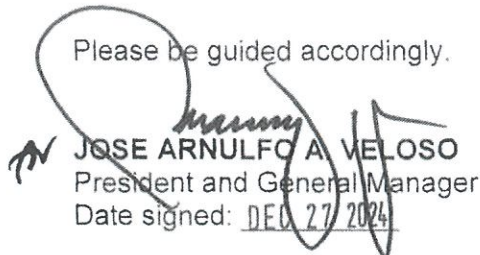
It shall be the responsibility of the claimants/payees to submit the proof of ownership of transaction account for validation.

D. CONFIRMATION OF DIGITAL DISBURSEMENTS

The claimant/payee shall be informed of the status of crediting of disbursement through authorized channels within one (1) WD after the receipt of the response file.

All disbursements are considered final upon crediting the amount to the payees' account.

Please be guided accordingly.


JOSE ARNULFO A. VELOSO
President and General Manager
Date signed: DEC 27 2024



Republic of the Philippines)
_____) S.S.

DECLARATION OF ACCOUNT FORM
(Individual)

I, _____, of legal age, Filipino, with residence at _____, hereby declare that I am the owner of the account described below, with the following account information:

Bank (I.e. LBP, UBP, BPI, etc.) Electronic Money Issuer (Le. Gcash, Maya, etc.)	
Type of Bank Account (Savings or Checking Account)	
Account Name	
Account Number	
Email address	

Likewise, I hereby authorize the Government Service Insurance System to transfer to the said bank account and/or e-wallet account all claims, benefits and other payables under my name in fulfillment of its obligations.

I shall hold GSIS free from any damage or liability for any misstatement or false representation in the execution of this declaration.

I acknowledge that I shall make another declaration to state any change in any matter contained herein immediately after the change occurs and shall provide particular information to GSIS. GSIS reserves the right to restrict the use of a specific Digital Payment Service Provider (DPSP) for payments, up to a specified threshold amount, as applicable.

I further confirm my understanding of the Data Privacy Policy of the GSIS pursuant to the requirements of Republic Act (RA.) No 10173, otherwise known as the Data Privacy Act, its Implementing Rules and Regulations and other issuances of the National Privacy Commission, and consent to the manner of collection, use, access, disclosure and processing of my personal and sensitive personal data by the GSIS, contained in this form.

IN WITNESS WHEREOF, I affix my signature this _____ day of _____ 202_ at _____, Philippines.

Declarant

SUBSCRIBED AND SWORN to before me this _____ at _____.
Affiant exhibiting to me his/her ID _____ issued at _____ on _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.