



Visayas State University

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601
website: www.vsu-visca.edu.ph

Office of the President

21 April 2010

MEMORANDUM CIRCULAR NO. 21
Series of 2010

**T O: Vice Presidents, Deans, Center Directors,
Department and Office Heads**

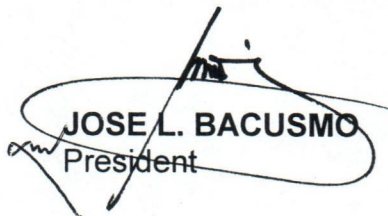
R E: Renewal of GSIS E-Card Plus

The GSIS Region VIII informed us that we need to renew our E-Card Plus which is now called UMID-eCARD. In order to facilitate the renewal, kindly fill-out the attached forms, a copy of the GSIS Form No. ECRD-2010-02-001-A and two copies of the Union Bank eCard Customer Information Record.

Each office is requested to reproduce enough forms for their respective faculty and staff. Duly accomplished forms should be submitted to ODA-HRD.

We are currently negotiating with GSIS Region VIII that they will do an on-site card renewal here at VSU which they promised to do sometime in June of this year. Should you have any trip to Tacloban and has time to renew your card at GSIS, kindly inform Ms. Ma. Cristina Ramirez for assistance in facilitating your card renewal.

For your information and guidance.


JOSE L. BACUSMO
President

GSIS UMID-CARD ENROLLMENT FORM
(NEW ENROLLEE)

☐ ACTIVE

☐ OLD AGE PENSIONER

☐ SURVIVORSHIP PENSIONER

☐ LEGAL GUARDIAN

MEMBER'S INFORMATION									
Personal Information					Mailing Address/Contact Information				
First Name					Rm/Floor/Unit No. & Bldg. Name (if applicable)				
Middle Name					House or Lot and Block No.				
Last Name					Street Name				
Suffix (i.e., Sr., Jr., III, etc.)					Subdivision				
Maiden Name (if married female employee)					Brgy/District/Locality				
Date of Birth (DD-MM-YYYY)					Municipality/City				
Place of Birth-City					Country				
Place of Birth-Province					Postal Code				
Place of Birth-Country (if born outside of the Philippines)					Cell Phone No.				
Marital Status					Home Phone				
Gender					Email Address				
*GSIS ID No. (the 11 digit number below your name in the eCard)					TIN No.				
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>									
Father's Information					Mother's Information (Maiden Name)				
First Name					First Name				
Middle Name					Middle Name				
Last Name					Last Name				
Suffix (i.e., Sr., Jr., III, etc.)					Suffix (i.e., Sr., Jr., III, etc.)				
Additional Information									
Distinguishing Features					Height (in centimeter)			Weight (in kilogram)	
Office Name					Office Address				
					Certified By:				
Signature of Member/Pensioner over Printed Name and Date					(For active Member) Signature of AAO				
(Please bring eCARD and Company ID)									
GSIS' PORTION									
Validated by:					Enrolled by:				
Date:					Date:				
ANNOTATION									
I hereby certify that the member/applicant named above is physically impaired and no biometrics can be captured.									
<div style="border-top: 1px solid black; width: 100%;"></div> Printed Name of Enrolment Officer / Date									

FULL NAME			
HOME/ MAILING ADDRESS			
DATE OF BIRTH	PLACE OF BIRTH	TELEPHONE NUMBER	CELLPHONE NUMBER
GSIS I.D. NUMBER		MOTHER'S MAIDEN NAME	EMAIL ADDRESS
SPECIMEN SIGNATURE			
1		2	
3			
CLIENT'S UNDERTAKING			
By my signature herein, I acknowledge that: I have read, understood and agree to be bound by the GSIS UMID ECARD TERMS and CONDITIONS, LETTER OF AUTHORITY AND NOTICE OF UNDERTAKING			
SIGNATURE/ DATE			
IDENTIFIED AND SIGNATURE VERIFIED BY/ DATE		APPROVED BY:	IDs PRESENTED:

LETTER OF AUTHORITY / NOTICE WITH UNDERTAKING

I am issuing this letter of authority to allow and authorize **GSIS** to perform the following acts, namely:

- 1) To secure and obtain from UnionBank the eCard issued by yourselves under my name
- 2) To deliver/release the said eCard directly to me and not to any other person or representative, subject to the guidelines set by UnionBank particularly the presentation of the identification requirements and signing of document required for the opening of the related savings account.

- 3) That I will hold on to my existing GSIS eCard and I acknowledge and conform that with the activation of my new GSIS eCard, my existing GSIS ecard will be deactivated and will no longer be valid. I under take not to use the old GSIS ecard for any purpose other than as a souvenir.

Further, I hereby hold UnionBank free and harmless against any liabilities, claims or losses that may arise relative to the issuance/release of my eCard to GSIS and non-surrender of my existing GSIS eCard.

DEFINITION OF TERMS

In these Terms and Conditions, the following shall mean:

ATM - the Automated Teller Machine or any card operated machine or device whether belonging to UnionBank or other participating banks or financial institutions nominated from time to time by said Bank.

Account - the ATM-based account held or to be held with Union Bank of the Philippines by the Member/Cardholder under the GSIS eCard Program. The number is printed on the card as Reference No.

Union Bank - the Union Bank of the Philippines

Member/Cardholder - The person to whom or for whose use the GSIS eCard is issued

eCard - the GSIS Visa Electron Card, including any renewal or replacement card issued

GSIS - the Government Service Insurance System implementing the eCard Program
PIN - in relation to a Member/Cardholder, the personal identification number issued to the Member/Cardholder to enable the Card to be used at an ATM and to provide access to UnionBank Internet Banking
UMID - Unified Multipurpose ID. This enables the member to transact with member agencies using the eCard

GSIS UMID eCARD TERMS AND CONDITIONS

ELIGIBLE MEMBERS

Members as appearing in the Database of the Government Service Insurance System are eligible to enroll under the GSIS UMID eCard Program.

USES OF THE CARD

The eCard is first and foremost a membership identification card and as such will be required in all transactions of the Member/Cardholder with the GSIS. The Member/Cardholder may also use the Card as:

1. An ATM card, in conjunction with a Personal Identification Number (PIN), to withdraw money from any UnionBank and Megalink ATMs or in any Bancnet and Expressnet ATMs, subject to the availability of interconnection; and,

The Member/Cardholder undertakes to act in good faith at all times in relation to all dealings with the eCard, GSIS and UnionBank.

CREDITING OF PROCEEDS OF LOANS, CLAIMS AND BENEFITS

The Member/Cardholder agrees that with his enrollment in the GSIS eCard Program and issuance of the eCard, all proceeds of his loans, claims and benefits due from GSIS may be credited to his eCard virtual account with the UnionBank.

OWNERSHIP OF THE CARD

The eCard shall remain the property of the GSIS. The GSIS, at its sole discretion, may suspend, block, terminate or cancel the eCard privileges at any time for any reason, with or without need of prior notice to the Member/Cardholder. The eCard is not transferable and shall be used exclusively by the Member/Cardholder. Under no circumstances shall the Member/Cardholder allow the use of the eCard and/or PIN by any other individual.

RESPONSIBILITY FOR THE USE, CUSTODY AND SECURITY OF THE ECARD

The Member/Cardholder shall at all times be responsible for the proper use, custody, safekeeping and security of the eCard and as such, shall take all reasonable precautions to protect the card from loss and prevent the disclosure of the PIN to other parties. Accordingly, the

Member/Cardholder shall hold the GSIS and UnionBank free and harmless against any and all consequences of unreported loss, PIN disclosure, fraudulent and/or unauthorized use of the eCard.

The Member/Cardholder agrees to indemnify the GSIS and/or the UnionBank against any loss, damage, cost, expenses (including legal fees) that they may suffer or incur as a result of the same.

The eCard shall be properly signed and activated before the Member/Cardholder may enjoy the full use and benefits of the card.

LOSS OF CARD AND REPLACEMENT

The Member/Cardholder shall report loss of the eCard immediately to nearest Union Bank or GSIS Office servicing his/ her Agency. For fastest means of reporting, he shall call the provided or published 24-hour Hotline Numbers of the GSIS.

UnionBank shall place a "Hot Card" status on the card and a hold on the account to prevent further transactions upon receipt of written notification from GSIS. UnionBank shall not be liable for any withdrawal or losses that may arise due to the loss of the eCard despite receipt of written notification from GSIS, should it appear that such transaction is made prior to the UnionBank's maintenance of the "Hot Card" status and hold on the account. The "Hot Card" status and the hold shall be lifted by UnionBank only upon receipt of written notification from GSIS.

To replace a lost card, the Member/Cardholder shall execute a Notice of Loss which shall personally be submitted to the GSIS or Unionbank immediately from the time and date the lost card was reported. UnionBank may charge the Member/Cardholder a specified fee for the replacement of lost or stolen card.

WORN-OUT/DEFECTIVE CARD AND REPLACEMENT

Requests for replacement of worn out, destroyed or defective eCard may be made with any GSIS office or UnionBank branch. The Member/Cardholder may be required to pay a specified fee for the replacement of wornout/defective card.