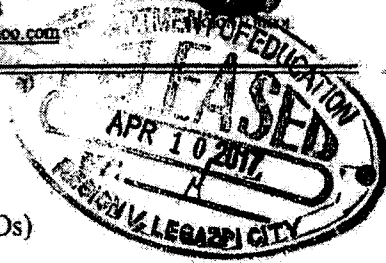


AO, Memo/Resolution



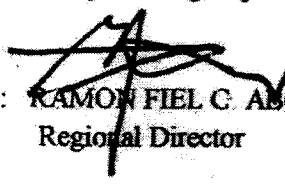
REPUBLIC OF THE PHILIPPINES  
**Department of Education**  
REGION V

REGIONAL CENTER SITE, RAWIS, LEGAZPI CITY  
Tel. (052) 482-0046 Fax: (052) 482-0313  
www.denedregion5.ph email: depedregion5@yahoo.com



MEMORANDUM

To : Schools Division Superintendents  
Designated Agency Authorized Officers (AAOs)

From :  RAMON FIEL C. ALCEDE  
Regional Director 003412

Subject : Confirmation of GSIS Loans of DepEd Employees

Date : March 29, 2017

It has come to the attention of this Office that there is a big number of deduction for GSIS loan repayment that falls on the undeducted obligation.

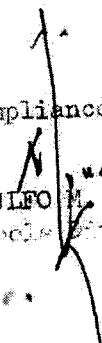
In this connection, this Office would like to remind all Agency Authorized Officers (AAOs) to only certify and/or confirm loans of those employees with sufficient net take home pay and without undeducted obligation appearing on their payslip. Please also be reminded that re-loan is considered as a new loan and the Payroll Services is enforcing the "First In First Served Queuing System in managing the order of deduction.

For strict compliance.

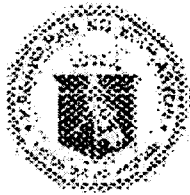
May 3, 2017

MEMORANDUM TO: Assistant Schools Division Superintendent  
Chief-CID/SGOD  
Public Schools District Supervisor  
Principals/School Heads  
Teachers  
Personnel

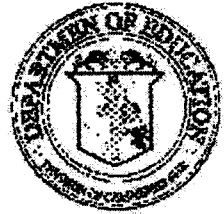
For your information, guidance and strict compliance.

 ARNULFO M. BALANT, CESO V  
Schools Division Superintendent

Copy for Read Pineda  
Cashier



*Department of Education*  
**Region V**  
DIVISION OF CAMARINES SUR  
*Freedom Sports Complex, San Jose, Pili, Camarines Sur*



**MEMORANDUM**

**TO: All Concerned**

**FROM: The Office of the Schools Division Superintendent**

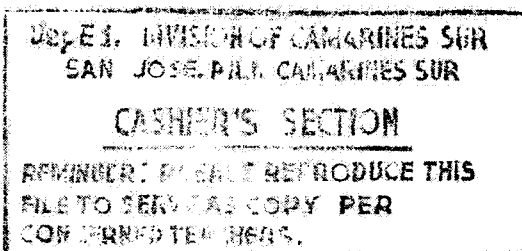
**RE: ENHANCED GSIS CONSO – LOAN PLUS PROGRAM**


**DATE: June 30, 2015**

Please be advised that application for the ENHANCED GSIS CONSO – LOAN PLUS PROGRAM should be through the GW@PS kiosk. Further, applicants must submit at DepEd – Receiving Section a Copy of their GSIS Loan applications together with their latest payslip. Furthermore, applicants with undeducted obligations are not entitled to avail the ENHANCED GSIS CONSO – LOAN PLUS PROGRAM.

For more details of the above mentioned GSIS Loan Program, this office has already disseminated a copy of this program through your respective pigeon holes, update our website and post a printed copy at Cashier's Office Section.

Please be guided accordingly.



  
**DOLORES O. MAPUSAO**  
Assistant Schools Division Superintendent  
Officer – In - Charge

*Hinter*



**GSIS** Government Service Insurance System  
Financial Center, Pasay City, Metro Manila 1308

March 17, 2017

Mr. ARNULFO M. BALANE  
Schools Division Superintendent  
CAMARINES SUR SECONDARY SCHOOLS  
San Jose, Pili, Camarines Sur 4418

Attention: **Electronic Remittance File (ERF) Handler**

Dear **Sir**,

Please be informed that effective **01 April 2017**, GSIS shall be strictly implementing the 95% threshold in Electronic Billing and Collection System (EBCS). This means that upon performing all the matching process, the uploaded **Electronic Remittance File (ERF) should be at least 95% matched against GSIS database** to enable users to lock the ERF payment.

Agencies with more than 5% unmatched records (i.e., No BP Number, etc.) or unmatched name records (i.e. First Name, Last Name) in their ERF shall not be allowed to proceed with the ERF locking, and **they will not be able to pay** during that specific date.

This system enhancement is implemented to minimize the clarificatory items (dropped/unposted payments) due to unupdated membership records.

It is therefore strongly advised that your Agency should download its Electronic Billing File (EBF) as early as 1<sup>st</sup> day of the month so that there will be ample time to review and prepare the appropriate ERF.

For further inquiries, kindly coordinate with Ms. Rosemarie V. Hade and/or Mr. Harry A. Mandasoc of the Billing and Collection Unit, GSIS (Branch Office). You may contact us through telephone number 472-6184.

We offer the assurance of our continuing assistance in matters of mutual interest.

Thank you.

Sincerely,

**JOSELITO C. ROLDAN, SR.**  
Manager, GSIS Naga Branch Office

5/19/2017

## Agency Authorized Officers – Government Service Insurance System

[Home](#) [About Us](#) [Active Members](#) [Pensioners](#) [General Insurance](#) [Publications](#) [News](#) [Opportunities](#) [Quick Links](#)

### Agency Authorized Officers

[Home](#) » [Role of agencies](#) » [Agency Authorized Officers](#)

The Agency Authorized Officer (AAO) is the official representative of a government agency who not only approves loans, but also serves as a partner of the GSIS in the timely submission of updated information of his agency and its employees.

#### Responsibilities of the AAO

a. Certify the loan applications of members in his agency as to the following:

That the net take home pay of the member is sufficient to cover the regular monthly amortization of the loan applied for;


That the loan borrower is in active service in his agency;

That the loan borrower has no pending administrative and/or criminal charge against him/her; and

That in case of separation from the service, the agency shall make the final payment to the member only after clearance is obtained from the GSIS.

**Selfie?**  
↳ Facebook me!

**Research?**  
↳ Google me!



**electronic GSIS  
Member Online**  
Check your profile here



**Subject:** ADVISORY TO AAOs: MINIMUM NET TAKE-HOME PAY FOR FY 2017

**From:** Plata, Marjorie Grace G. (mggplata@gsis.gov.ph)

**To:** ;

**Cc:** rvhade@gsis.gov.ph; hamandasoc@gsis.gov.ph;

**Date:** Thursday, February 9, 2017 8:04 AM

“This message contains confidential information and is intended only for the named addressee. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.” Government Service Insurance System, Financial Center, Pasay City.

**To our Agency Authorized Officers/Partners:**

Please be informed that under **Section 47 of the General Provisions of the 2017 General Appropriations Act (GAA)** dated 22 December 2016, the minimum monthly net take home pay for all government employees for FY 2017 was set at **Four Thousand Pesos (Php4,000.00)**.

All AAOs are required to implement this GAA provision strictly with respect to the evaluation of loan applications of GSIS members (filed at the GSIS through kiosk or over-the-counter).

For your information and guidance.

Thank you.

**ARMENIA N. SALVANERA**

Membership Department

Luzon Operations Group

Frequently Asked Question  
on the  
ENHANCED GSIS CONSO-LOAN PLUS PROGRAM

QUESTION	ANSWER														
<p>1. What are the new features of the Enhanced Conso-loan Plus Program?</p>	<p>Under the Enhanced Conso-Loan Plus Program, members who have at least 15 years of service with paid premiums may borrow a 12-month salary loan while those with not less than 25 years of service will be eligible for a 14-month loan. Previously, the credit limit for these members was only 10 times their salary. GSIS also extended the maximum payment term from six to 10 years for members with not less than 10 years of paid premiums.</p> <p>Below is the table on the credit limits or maximum loanable amounts for the Enhanced GSIS Conso-Loan Plus:</p> <p style="text-align: center;"><b>Credit Limits Under the Enhanced Conso-Loan Plus Program</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Minimum Premium Payments Required</th> <th style="text-align: center;">Maximum Loan Amount (Basic Monthly Salary)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><del>25</del> years</td> <td style="text-align: center;">14 -month loan</td> </tr> <tr> <td style="text-align: center;"><del>15</del> years</td> <td style="text-align: center;">12- month loan</td> </tr> <tr> <td style="text-align: center;"><del>10</del> years</td> <td style="text-align: center;">10-month loan</td> </tr> <tr> <td style="text-align: center;"><del>5</del> years</td> <td style="text-align: center;">7-month loan</td> </tr> <tr> <td style="text-align: center;"><del>40</del> months</td> <td style="text-align: center;">4- month loan</td> </tr> <tr> <td style="text-align: center;"><del>20</del> months</td> <td style="text-align: center;">3- month loan</td> </tr> </tbody> </table>	Minimum Premium Payments Required	Maximum Loan Amount (Basic Monthly Salary)	<del>25</del> years	14 -month loan	<del>15</del> years	12- month loan	<del>10</del> years	10-month loan	<del>5</del> years	7-month loan	<del>40</del> months	4- month loan	<del>20</del> months	3- month loan
Minimum Premium Payments Required	Maximum Loan Amount (Basic Monthly Salary)														
<del>25</del> years	14 -month loan														
<del>15</del> years	12- month loan														
<del>10</del> years	10-month loan														
<del>5</del> years	7-month loan														
<del>40</del> months	4- month loan														
<del>20</del> months	3- month loan														

<p>2. Will the new conso-loan still consolidate the Salary Loan, Restructured Salary Loan, Enhanced Salary Loan, Emergency Loan Assistance and Summer One- Month Salary Loan and waive the penalties and surcharges incurred by these loan accounts?</p>	<p>Yes. Availment of the Enhanced Conso-Loan Plus Program will result in the consolidation of the following salary loans:</p> <ol style="list-style-type: none"> <li>a. Salary Loan</li> <li>b. Restructured Salary Loan</li> <li>c. Enhanced Salary Loan</li> <li>d. Emergency Loan Assistance, and</li> <li>e. Summer One-Month Salary</li> </ol>
--	---

	<p><del>the full liquidation of the outstanding balances of the abovementioned loans, less penalties and surcharges (if any), which are automatically waived under the conso-loan program.</del></p>
<p>3. How can a member apply for conso-loan?</p>	<p>Application for the Enhanced Conso-Loan Plus should be through the GW@PS kiosk.</p>
<p>4. I have an outstanding Stock Purchase Loan account with the GSIS that I want to settle. Can I request for the inclusion of this overdue account among the loans to be consolidated under the new conso-loan program??</p>	<p><del>No. The conso-loan program of GSIS is a loan package that consolidates all existing salary loans of the member.</del></p> <p>All other loans (housing, emergency loan, stock purchase, Fly PAL, Pay Later) and other one-time loan packages of the GSIS are not included in the consolidated salary loans under the program.</p>
<p>5. What is the maximum credit limit or maximum loanable amount of the new conso-loan? Who are qualified to avail of the new limit?</p>	<p><del>Members who have at least 15 years of service with paid premiums may borrow a 12-month salary loan while those with not less than 25 years of service will be eligible for a 14-month loan.</del></p>
<p>6. What is the new maximum repayment term of the new conso-loan? Who are qualified to avail of the new maximum term?</p>	<p><del>The maximum loan term under the Enhanced Conso-Loan Program Plus is now 10 years (previously six years).</del></p> <p>However, this extension is applicable only to regular active members who have period with paid premiums (PPP) of at least 10 years. Regular active members with PPP of less than 10 years will continue to have the maximum six-year loan term.</p> <p>For nonpermanent members, the maximum loan term is two years (if PPP is less than 10 years) and six years (if PPP is at least 10 years).</p> <p>For special members, maximum loan term is 10 years, regardless of the PPP.</p>

<p>7. Why did GSIS remove the three-month grace period in paying the loan?</p>	<p>The three-month grace period was implemented under the old conso-loan program to accommodate the remittance system of agencies which prepare their payroll in advance, and therefore cannot immediately effect the deduction of loan amortizations from the salaries of their personnel.</p> <p>Since agencies do not prepare their payroll in advance anymore, there is no need to give a grace period.</p>
<p>8. If there is a credit limit or maximum loanable amount in the Enhanced Conso-Loan Plus Program, is there a minimum loanable amount?</p>	<p>Yes, there is a minimum loanable amount of Php15,000 under the new program.</p> <p>A member should have a computed loanable amount of at least Php15,000 to be able to qualify under the Enhanced Conso-Loan Plus Program. If the computed loanable amount is less than Php15,000, the loan will not be processed.</p>
<p>9. What is the maximum payment term under the Enhanced Conso-Loan Plus Program?</p>	<p>The maximum payment term or loan term of the new conso-loan program is based on the borrower's period with paid premiums.</p> <p>Regular active members will benefit from longer payment term of 10 years if their PPP is at least 10 years. If their period with paid premiums is less than 10 years, the maximum loan term is six years.</p> <p>Nonpermanent regular members with paid premiums of less than 10 years must repay the loan in two years, while those with paid premiums of at least 10 years have a maximum repayment term of six years.</p> <p>The member is given the option to choose a shorter term in increment of 1 year or 12 months.</p>
<p>10. If a new GSIS member has been in the service for 20 months but has remitted only three monthly contributions, can</p>	<p>No. The minimum premium payment required to avail of the program is 20 months. It is not based on the members'</p>



<p>he or she avail of the program?</p>	<p>years of service but on the period with paid premiums.</p>
<p>11. How can special members avail of the conso-loan program?</p>	<p>Special members may be allowed to avail of the new conso-loan program if their agencies have executed a special agreement with the GSIS. However, members of the judiciary (judges and justices) may avail of the loan without the need for a special agreement between the GSIS and their employers.</p>
<p>12. What will I do if my agency has a special agreement with GSIS but the GWAPS kiosk is rejecting my application for the new conso-loan??</p>	<p>Special members whose agencies have agreement with GSIS but cannot avail of the new conso-loan should inform their authorized agency officer who, in turn, will coordinate with the concerned GSIS membership department.</p>
<p>13. How much can special members borrow under the program and how long is the repayment period?</p>	<p>Special members whose agencies have executed a special agreement with the GSIS shall have a maximum credit limit of 10 times their basic monthly salary.</p> <p>They have the option to choose a lower loan amount provided that the proceeds of the loan is not less than the minimum loanable amount of Php15,000-and sufficient to cover the aggregate balance of the existing loan accounts to be consolidated including fees and other charges.</p> <p>Special members may pay for their conso-loan for a maximum period of 10 years.</p>
<p>14. Can a member borrow an amount lower than the proceeds indicated in the tentative computation of the loan?</p>	<p>Yes. A member has the option to choose a lower loan amount provided that the proceeds of the loan will be sufficient to cover the aggregate balance of the existing loan accounts to be consolidated, plus fees and charges.</p>
<p>15. Can a member change the loan amount applied for after it had already been approved and credited in his or her eCard account?</p>	<p>No. A member can no longer cancel the loan if it has been approved and credited in his eCard but may pre-terminate the same by paying the balance of the loan in full,</p>

	without any right to demand for reimbursement of the fees.						
16. What is the interest of the new conso-loan?	The interest rate under the Enhanced Conso-Loan Program will remain at 12% per annum compounded annually based on diminishing balance.						
17. What would happen if the borrower dies before the loan is fully paid?	In case of the borrower's death, the balance of the loan will be deemed fully paid by virtue of the loan redemption insurance. However, the loan insurance would only apply to up-to-date accounts. If the loan is in arrears (has unpaid monthly premiums of not more than six months), the borrower is covered by the insurance up to the theoretical balance only (balance if payment is up-to-date). If the loan is in default (has unpaid premiums for more than six months), the member is not qualified to the loan redemption insurance.						
18. How can members apply for the new conso-loan program if they have an existing conso-loan account?	<p>Members with existing conso-loan accounts may apply for renewal if they desire to avail of the Enhanced Conso-loan Plus Program.</p> <p>Loan renewal may be done anytime as long as there is proceeds, after deducting the outstanding balance of the borrower's loan accounts.</p>						
19. When is the due date for the borrowers' first monthly amortization?	<p>The first monthly amortization for loans granted on or before the 23rd day of the month is due on the 10th day of the month following the grant of the loan. For loans granted after the 23rd day of the month, the first due date is on the 10th day of the second month after the grant of the loan.</p> <p>Examples:</p> <table border="1" data-bbox="877 1866 1488 2013"> <tr> <td>Date of Loan Granting</td> <td>08 January 2015</td> </tr> <tr> <td>First Due Month</td> <td>February 2015</td> </tr> <tr> <td>Remittance Due Date (Deadline for Remittance to GSIS)</td> <td>10 March 2015</td> </tr> </table>	Date of Loan Granting	08 January 2015	First Due Month	February 2015	Remittance Due Date (Deadline for Remittance to GSIS)	10 March 2015
Date of Loan Granting	08 January 2015						
First Due Month	February 2015						
Remittance Due Date (Deadline for Remittance to GSIS)	10 March 2015						

Date of Loan Granting	26 January 2015
First Due Month	March 2015
Reimbursement Due Date (Deadline for Reimbursement to GSIS)	10 April 2015

20. Can the borrower pay the monthly amortization through direct payment?

No. The payment of monthly amortization should be implemented through payroll deduction.

21. Will the GSIS accept additional payments to the conso-loan account on top of the monthly deductions being made by my office?

Yes. Any payment made in excess of the required monthly amortization will be applied as advance payment to the principal balance of the loan. This is on the assumption that payments on the loan are up-to-date.

22. Will the tentative computation differ from the actual loan proceeds? If so, why?

The actual net loan proceeds may differ from the amount indicated in the tentative computation if the grant date crossed over to the next billing month. In this case, a due month is added in the computation of outstanding balance of the previous loan/s (that will be deducted from the loan proceeds). Cases like this will be communicated to the AAO and borrower via email.

23. Why was my balance in emergency loan deducted from my loan proceeds?

All loan arrearages, except housing loan, are deducted from the proceeds of the Enhanced Conso-Loan Plus, including the following:

- a. Emergency Loan
- b. Cash Advance Loans

Deduction of arrearages from the proceeds of the Conso-Loan is in accordance with the terms and conditions of the abovementioned loans.