



December 3, 2018

DIVISION MEMORANDUM:

No. 437, s. 2018


GSIS BILLING AND STATEMENT OF ACCOUNT

TO: ALL CONCERNED
(Please find enclosed list)

To all concerned, preferential attention is hereby enjoined to **update your respective GSIS monthly loans**, as required in the amortization schedule/payment plan that have not been paid/remitted to the GSIS. In this connection, for a detailed information relative thereto, a correspondence emanating GSIS, through Ms. **NELIA B. LASTIMOSA**, *Branch Manager, Catbalogan Branch*, can be retrieve from the Records Section of this division, **Attention: Fe L. Samonte**, *Administrative Officer IV, Records Officer*, for immediate distribution.

To facilitate the payment of your respective outstanding balance, all are advised to get in touch with **Billing & Collection Unit at the GSIS Catbalogan Branch Office** or call at **(055) 251-2368** or email at romcinco@gsis.gov.ph.

For information, dissemination and strict compliance.


CARMELINO P. BERNADAS, Ph.D., CESO VI
OIC-Schools Division Superintendent

Enclosure:
As stated

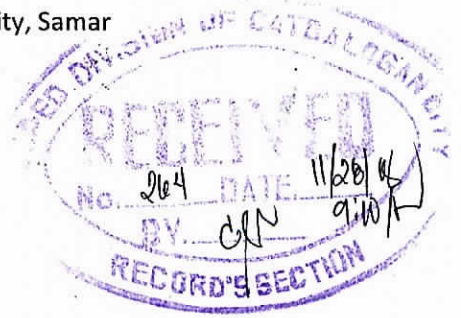


OSDS/AS1/MGC/fm/112918



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
RPP BLDG., Brgy. 4, Del Rosario St., Catbalogan City, Samar

November 27, 2018



MR. CARMELINO P. BERNADAS, Ph.D
Schools Division Superintendent
DEPED DIV OFC, CATBALOGAN CITY ELEM
CATBALOGAN CITY, W. SAMAR 6700

Dear Sir/Madam:

Our records show that your agency has failed to remit to the GSIS the loan repayments/ amortizations for the various loans that were availed by your employees with the GSIS, as follows:

No.	BP Number	Name	Loan Type	Date Granted	Amount Granted
1	2004720931	SHEBA T ARELLANO	GFL	9/10/2018	278,044.80
2	2002331515	ABE JOY S CABERO	GFL	7/17/2018	331,792.31
3	2004038460	JOSE L PLASABAS	GFL	10/9/2018	435,350.11
4	2002371415	MA ENA L MABUTIN	GFL	10/23/2018	190,579.94
5	2004296997	MARIA KRIZELLE V MATILDO	GFL	9/3/2018	288,893.14
6	2003893715	DEAH D ORQUIN	GFL	7/17/2018	411,596.52
7	2003992091	LIEZEL L ROSALES	GFL	10/4/2018	257,188.58
8	2002242323	JOSEFINA R BERNARDO	GFL	10/23/2018	200,712.99
9	2002242463	LELITA C CASURAO	GFL	9/26/2018	402,069.06
10	2004261731	MA DEBORAH C CLAROS	GFL	9/5/2018	281,543.80
11	2002512023	ROWENA T MANLAMBUS	GFL	10/11/2018	332,136.38
12	2002279277	SALVADOR E ALBOS	GFL	10/17/2018	272,651.88
13	2002246784	ROSARIE A BALDAGO	GFL	10/23/2018	358,818.62
14	2002244089	RISA B DE LA PENA	GFL	10/23/2018	381,574.68
15	2002244470	JOSEPH S JACOB	GFL	10/17/2018	488,270.30
16	2002418934	CECILIO A ABARRACOSO	GFL	7/18/2018	444,957.08
17	2002418327	ROSEMARIE F ALCANTARA	GFL	10/17/2018	147,407.41
18	2002248350	EVELYN C CACHERO	GFL	10/11/2018	374,567.01
19	2003447942	ETHEL M CANANUA	GFL	10/8/2018	257,869.22
20	2002249769	ROWENA C CELAJES	GFL	10/11/2018	311,624.72
21	2002247122	AMORLINA A DILLAGUE	GFL	10/17/2018	425,684.40
22	2003918139	MARILOU B EBALAROSA	GFL	10/11/2018	289,827.66
23	2002247827	ARLENE M MABESA	GFL	10/17/2018	396,967.01
24	2000786768	BUJENAFLO R MACEDA	GFL	9/27/2018	221,555.02
25	2002274516	LUZVIMINDA J MAGALLANES	GFL	10/11/2018	141,466.82
26	2002279487	CHONA D MARTILLANA	GFL	10/17/2018	341,023.37
27	2002248666	JOSEPHINE C MUHAJIL	GFL	10/8/2018	308,018.95
28	2002250873	LIZA A ALTEJAR	GFL	10/4/2018	460,836.12
29	2002250670	EVELYN G ARTATES	GFL	10/8/2018	425,446.41
30	2003992572	IMELDA U ASUNCION	GFL	10/17/2018	279,979.72
31	2002250814	LEAH B BALANGATAN	GFL	10/11/2018	235,678.71
32	2003454733	MERCEDITA U BALASBAS	GFL	10/11/2018	261,779.61
33	2002251178	REMEDIOS A CARACOL	GFL	10/4/2018	133,511.33
34	2004066136	JOSEPHINE D DELOS REYES	GFL	10/17/2018	342,360.49
35	2002250043	INOCENTA S DOZA	GFL	10/23/2018	403,447.05
36	2002250720	GLORIA R LEGADA	GFL	10/17/2018	93,700.32

37	2003439912	REMEGIA E MASTELERO	GFL	10/11/2018	419,093.99
38	2002251092	NELIE V SUMALINOG	GFL	10/8/2018	446,699.81
39	2003626735	EUGENIA E ALBOS	GFL	10/17/2018	201,479.10
40	2002349992	MA. TERESA B AQUINO	GFL	10/8/2018	378,540.34
41	2002250134	MARICHU C BALASBAS	GFL	10/8/2018	445,139.84
42	2004620465	MARIFE J YBOA	GFL	9/26/2018	382,321.13
43	2004620465	MILDRED C IGDALINO	GFL	8/17/2018	491,256.69

Kindly note that the approval of the above loans by your Agency Authorized Officer (AAO) carries with it the latter's commitment to undertake the following actions:

1. That the monthly amortization shall be deducted from the member-borrower's monthly salary and remitted to the GSIS; and
2. That in case the member-borrower is subsequently separated from the service, the agency shall make the final payment of benefits due the member-borrower from the agency only after clearance is obtained from the GSIS.

We therefore seek your assistance in ensuring that your AAOs and ERF officers act prudently in approving the loans and in remitting to the GSIS the required monthly amortizations in accordance with the amortization schedules.

Kindly be reminded of the following provisions of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 8291:

Section 14 Remittance of Contributions

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14.2 The government agency shall also deduct from the fixed monthly compensation of the employee the loan amortizations (consolidated loans, policy loan, emergency loan, housing loan and other loans), premium payments (optional, pre-need and other non-life insurance) and other amounts due the GSIS.

14.3 The said amounts shall be remitted to the GSIS within the first ten (10) days of the calendar month following the month when the deductions were effected, accompanied by supporting lists in the form prescribed by the GSIS.

On the basis of the foregoing and in order to protect the interest of your GSIS Social Insurance Fund, we are requesting that you enjoin the above member-borrowers to update their accounts in-arrears within thirty (30) days upon receipt of this letter to avoid further accumulation of interests and penalties, and the filing of appropriate legal action which may implicate the responsible officers in your agency.

Should you have any clarification on the matter, you may contact **ROMELLA M. CINCO** at telephone number (255) 251-2368 or through email address romcinco@gsis.gov.ph, or you may personally inquire with our Billing and Collection Unit at the GSIS Catbalogan Branch, located at RPP BLDG., Brgy. 4, Del Rosario St., Catbalogan City, Samar.

We trust that you will give this matter your preferential attention.

Thank you.

Very truly yours,

NELIA B. LASTIMOSA
Branch Manager