



Republic of the Philippines
Department of Education

CARAGA REGION

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of Schools Division Superintendent

Date: **January 20, 2021**

Division MEMORANDUM
 No. ~~029~~ s. 2021

Enhancement of Process Flow for GSIS Loans Verification

TO: All Concerned

1. This is an update of the DM 344 dated October 1, 2020 GSIS Loan Verification Process.
2. This revision aims to simplify and clarify the process flow of the loan verification for GSIS.

Step 1. To apply for the following loans refer to available outlet :

Multi-purpose loan, Emergency Loan and Policy Loan
 - GSIS Kiosk Machine, email, or e-gsismo portal

Computer Loan - submit all the required documents to your respective cluster in-charge thru e-mail/hardcopy.

Step 2. The member applicant shall fill up the form.

Click this link : <https://forms.gle/X2CPPbqCkXMy7B1X8>

Step 3. Wait for the email from cluster head for the verified application loans from the regional office verifier if it can be accommodated for Automatic Payroll Deduction System (APDS) or not.

Step 4. If it can be accommodated in APDS the AAO will approved the loan. Then wait 3-5 banking days for your loan to be downloaded thru your ATM.

3. Table below for cluster in-charge information

| Cluster | Districts | Cluster Head | Email Add |
|---------|---|---------------|----------------------------|
| I | Hinatuan North Hinatuan South Hinatuan West Lingig I, II and III | Almar Lozada | almar.lozada@deped.gov.ph |
| II | Cantilan I and II Carrascal Madrid I and II | Rodel Gujilde | rodel.gujilde@deped.gov.ph |



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| | | | |
|-----|---|-------------------|-------------------------------|
| III | Carmen Cortes I and II Lanuza San Miguel I, II and III | Junrey Bagood | junrey.bagood@deped.gov.ph |
| IV | Barobo I, II and III Tagbina I, II and III | Riza Devie Mendez | rizadevie.mendez@deped.gov.ph |
| V | Liangá I and II Marihatag San Agustin I and II | Madelle Tinonga | madelle.tinonga@deped.gov.ph |
| VI | Bayabas Cagwait I and II Tago I, II and III Insular | Alfredo Novo Jr. | alfredo.novojr.deped.gov.ph |

4. This memorandum takes effect on January 20, 2021.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memo 18, series 2018

GSIS Policy and Procedural Guidelines No 348-19 (GSIS Multi-Purpose Loan and Consolidation of Debts)

Division Memo 344. October 1, 2020

To be indicated in the Perpetual Index
under the following subjects: GSIS Loans

MAT//DM-MEMO GSIS Loan Verification Process
029 /JANUARY 20, 2021



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