



021622-062

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 FEB 2022

DIVISION MEMORANDUM

No. 099 s. 2022

**SUBMISSION OF OTHER DOCUMENTARY REQUIREMENT FOR THE
PROCESSING OF LOANS TO BE GRANTED UNDER THE GOVERNMENT
SERVICE INSURANCE SYSTEM (GSIS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In order to facilitate the efficient management of GSIS loan applications, the City Schools Division Office (SDO) is requesting all personnel availing GSIS Loans except for GSIS Financial Assistance Loan (GFAL), to submit the latest scanned copy of pay slip (original) to be sent on verifier's official e-mail.
2. The scanned copy of pay slip should be sent after your filed application through GSIS Wireless Automated Processing System.
3. This requirement shall serve as the proper basis in computing for your Net Take Home Pay (NTHP) to determine if the loan application can be accommodated in DepEd Automatic Payroll Deduction System (APDS) as per requirement during the verification of loans.
4. Immediate dissemination of this memorandum is desired.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>