



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
Brgy. PotoI, Tayabas City



DEPED-TAY-DM-OSDS-19- 274

**TO : CHIEF EDUCATION SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

FOR : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

BY : MAYLANI L. GALICIA
OIC – Assistant Schools Division Superintendent

**SUBJECT : GSIS FINANCIAL ASSISTANCE LOAN (GFAL) WITH TOP-UP
LOAN**

DATE : AUGUST 28, 2019

1. Pursuant to Memorandum numbered OUF-2019-0227 dated August 19, 2019, (attached hereto for reference) the City Schools Division of the City of Tayabas is being informed of the enhanced GSIS GFAL Program with newly launched Top-Up Loan.

2. For information and guidance.

Encl.:
As stated





Republic of the Philippines
Department of Education

Schools Division Office - Tarlac City
RECORDS SECTION

RECEIVED

BY: *H. Minda*
 DATE: 8/27/19
 CONTROL: 19-08-4A

Tanggapan ng Pangalawang Kalihim
 Office of the Undersecretary for Finance

MEMORANDUM

OUF-2019-0227

DEPARTMENT OF EDUCATION
 RECORDS DIVISION

RELEASED
 19270ED
 Date: 23 AUG 2019

TO : REGIONAL DIRECTORS
 DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND
 ORGANIZATION DEVELOPMENT (BHRD)
 SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOL HEADS
 ALL OTHERS CONCERNED

ATTENTION : Chief Administrative Officers In-Charge of Payroll Services
 Heads of Regional Payroll Services Units
 Designated Verifiers
 Designated Authorized Agency Officers (AAOs)

FROM : *Annalyn M. Sevilla*
 ANNALYN M. SEVILLA
 Undersecretary for Finance

SUBJECT : GSIS FINANCIAL ASSISTANCE LOAN (GFAL) WITH TOP-UP
 LOAN

DATE : August 19, 2019

1. The GSIS has enhanced its GFAL Program and launched a "GFAL with Top-Up Loan," an additional facility available for eligible members of the GSIS nationwide. Attached, in this connection, is a copy of the Frequently Asked Questions provided by the GSIS for the said facility, for your ready reference and guidance.
2. In the processing of the "GFAL with Top-Up Loan", the AAOs, DepEd Verifiers, and personnel involved in payroll processing are reminded and/or informed of the following:
 - a. The Automatic Payroll Deduction System (APDS) Code 1225 for GFAL deductions will also be used for this purpose;
 - b. The same responsibilities for GFAL will be observed by AAOs. Due to the additional amount of deduction resulting from the said top-up loan, however, the procedures for the assessment of the capacity to pay to be undertaken by DepEd Verifiers will be different from that of the GFAL. The detailed procedures and the updated Verifier's Ledger (MS Excel and MS Access versions) will be e-mailed to all DepEd Verifiers, copy furnished the Chief Administrative Officers In-Charge of Payroll Services and Heads of Regional Payroll Services Units, by the Employee Account Management Division.
3. Immediate dissemination of this Memorandum is directed.
4. For immediate compliance.

Attachment: As stated.



**GSIS Financial Assistance Loan (GFAL) with Top-up Loan
Frequently Asked Questions**

1. Ano ang GFAL?

Ang GSIS Financial Assistance Loan (GFAL) ay isang loan transfer and consolidation program ng Government Service Insurance System (GSIS). Sa ilalim ng GFAL, maaaring ilipat ng members sa GSIS ang loan balance nila mula sa private lending institutions (PLIs) upang makapag-avail ng mas mababang interest na 6% at mas mahabang payment term na anim na taon. Hanggang Php500,000 ang maximum amount na mahihiram sa GFAL. Ang proceeds ng GFAL ay diretsong ibinabayad sa pinagkakautangang PLI. Bago makahiram sa GFAL ang isang member, kailangan ay sumailalim siya sa financial literacy course ng GSIS.

2. Sino ang maaaring mag-apply sa GFAL at ano ang mga requirements ?

Noong 2018, mga GSIS members lang mula sa Department of Education (DepEd) ang maaaring mag-apply sa GFAL matapos pumasok sa isang memorandum of agreement (MOA) ang GSIS at DepEd upang matugunan na ang problemang pangpinansyal ng mga guro. Simula July 29, 2019, ang GFAL ay tatanggap na ng application sa GFAL ang lahat ng qualified GSIS members kung ang kanilang ahensya ay papasok din sa isang MOA na ipapatupad ang GFAL sa kanilang tanggapan.

Ang mga utang ng member sa PLIs, government banks at accredited cooperatives ang maaaring pagsamasamahin at ilipat sa GSIS.

Ang lahat ng members ng GSIS ay maaaring mag-avail ng GFAL kung sila ay (1) aktibong member na may permanent status at nakabayad ng premiums na hindi bababa sa tatlong taon; (2) walang administrative o criminal case; (3) Hindi on leave of absence without pay; (4) may outstanding loan sa private lending institution; at (5) walang due and demandable account sa GSIS.

Ang mga sumusunod ay dapat isubmit ng mga gustong mag-apply sa GFAL:

- a. GFAL application form na kumpleto at maayos na nasagutan at pinirmahan ng Agency Authorized Officer (AAO). Ang application form ay pwedeng idownload sa http://www.gsis.gov.ph/downloads/forms/20180504-FORMS-GFAL_Application.pdf
- b. Statement of account (SOA) na nakasunod sa format ng inisyu ng GSIS na may malinaw na photocopy ng I.D. ng authorized representative ng lending institution na siyang magke-claim ng cheke sa GSIS. Ang contact number (telepono o cellphone number ng representative ay dapat ding nakasaad sa SOA. Ang SOA form ay pwedeng idownload sa http://www.gsis.gov.ph/downloads/forms/20180504-FORMS-GFAL_SOA.pdf

- c. Borrower Loan Agreement, Loan Voucher o iba pang certified documents kung saan nakasaad ang detalye ng loan katulad ng term, interest rate, monthly amortization at due date ng unang loan amortization.
- d. Payslip ng borrower sa nakalipas na tatlong buwan mula sa date ng pag-aaply. Ang payslip ay dapat na certified ng AAO upang makatiyak na hindi bababa sa Php5,000 ang net take home pay ng borrower.

3. Ano ang Top-Up Loan?

Ang Top-Up Loan ng GFAL ay isang karagdagang facility kung saan maaaring utangin ng GFAL borrower ang natirang halaga sa maximum loan amount na Php500,000 kung mas maliit dito ang loan balance na nailipat sa GSIS. Ang proceeds ng Top-Up Loan ay ibibigay sa member mismo.

4. Bakit inilunsad ng GSIS ang Top-Up Loan?

Inilunsad ang Top-Up Loan upang upang matulungan ang mga members sa kanilang ibang pangangailangan habang binabayaran nila ang kanilang GFAL loan at hindi na sila umutang muli sa private lenders.

5. Sino ang pwedeng mag-avail ng Top-Up Loan?

Ang mga sumusunod ang pwedeng mag-avail ng Top-Up Loan:

- a. GFAL availee;
- b. active regular o special member na may permanent status at nakabayad ng hindi bababa sa tatlong taong premiums;
- c. walang administrative o criminal case, maliban kung ang kaso ay filed ng accredited lending institution dahilan sa pagkatanggal nito sa mga bayarin ng borrower bunga ng prioritization sa GSIS at Pag-IBIG Fund. Papayagan siyang maka-avail ng Top-Up Loan pagka-submit ng GSIS pro-forma statement of account mula sa accredited lending institution na sinasang-ayunan ng borrower;
- d. hindi naka-leave of absence without pay; at
- e. may outstanding loan sa lending institution na accredited o kinikilala ng kanyang ahensya; at
- f. walang due and demandable loan account sa GSIS.

6. Magkano ang interest at gaano katagal ang payment term ng Top-Up Loan?

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Pareho ang interest rate (6%), loan term (6 na taon), at iba pang terms and conditions ng GFAL at Top-Up Loan.

7. Sino ang tatanggap ng halagang mauutang sa Top-Up Loan?

Ang mismong myembro ng GSIS na loan-borrower ang tatanggap ng tseke ng Top-Up Loan

8. Kelan pwedeng i-avail ang Top-Up Loan?

Pwedeng iavail ang Top-Up Loan kasabay ng GFAL application. Kung nakapag-avail na ng GFAL, pwede pa ring mag-apply ng Top-Up Loan pero dapat ay hindi magsukob sa isang buwan ang availment ng dalawang loans.

9. Paano mako-compute ang Top-Up Loan?

Ang formula sa sa pagko-compute ng maximum loan amount ng Top-Up Loan ay:

$$P500,000 - \text{GFAL availed amount} = \text{Top-Up Loan}$$

Ibabawas dito ang sumusunod advance interest, advance redemption insurance premium at outstanding balance ng existing GFAL account na hindi nabayaran sa oras.

10. Dapat bang isagad na halaga ng utangin sa Top-Up Loan?

Hindi kailangang pinakamalaking halaga ang utangin sa Top-Up Loan. Ang importante ay ang kakayahang makapagbayad ng amortization ang borrower kapag siya ay nag-apply para dito.

11. Kailangan bang mag-apply para mag-avail ng Top-Up Loan kahit may existing GFAL account na?

Oo, magkahiwalay ang pag-aaply sa GFAL at Top-Up Loan.

12. Ilang beses pwedeng mag-avail ang Top-Up Loan?

Isang beses lang pwedeng mag-avail ang Top-Up Loan

13. Maaari bang sabay mag-apply sa GFAL at Top-Up Loan? Kung nag-GFAL na ako bago ma-implement ang Top-Up Loan, pwede pa ba akong mag-apply nito?

Oo, pwedeng sabay ang application sa GFAL at Top-Up Loan. Ang mga members na nakapag-apply na ng GFAL noon ay maaari pa ring mag-apply ng Top-Up Loan.

AS

Kung nakapag-GFAL na at mag-aaply na lang ng Top-Up Loan, ang requirements lang ay ang mga sumusunod: (1) application form; at (2) Payslips for the last three months na certified ng Authorized Administrative Officer (AAO).

14. Saan pwedeng magtanong tungkol sa Top-Up Loan?

Para sa mga tanong, tawagan ang alinman sa mga sumusunod na numero ng GSIS Contact Center: Landline (Metro Manila) 847-4747; Globe Toll Free Number: 1-800-8-847-4747 (free from both Globe landline and mobile phone); PLDT/Smart Toll Free Number: 1-800-10-847-4747 (free from PLDT landline; a flat rate of P8.00/per call from mobile phone)

