



March 3, 2016

**DIVISION MEMORANDUM**


No. 170 s. 2016

**UPDATING GSIS PREMIUM PAYMENTS**

To: *District Supervisors/District In-Charge  
Elementary & Secondary School Heads*

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1. *Attached is a basic communication from **Government Service Insurance System (GSIS)** informing employees who were seconded with other agencies to update their premium payments by way of settling the arrearages on their compulsory life and retirement contributions during the period of their secondment.*
2. *For more details, see attached communication.*
3. *For the information of all concerned.*

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge *afg*  
03/03/16

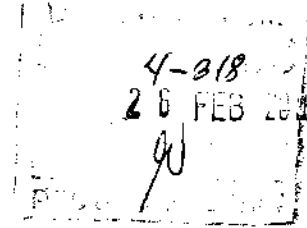
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**GSIS** Government Service Insurance System  
Financial Center, Pasay City, Metro Manila 1308

December 29, 2015

DR. SALUSTIANO B. JIMENEZ  
SCHOOL DISTRICT SUPERINTENDENT  
DEPED, REG VII DUMAGUETE  
POBLACION DUMAGUETE CITY  
NEGROS OR 6200



Dear Superintendent Jimenez:

This is to inform you that the GSIS Board has resolved to allow employees who were seconded with other agencies to update their premium payments by way of settling the arrearages on their compulsory life and retirement contributions during the period of their secondment. The premium arrearages can be settled either through direct payment or agency remittance **within one (1) year** from effectivity date of the policy or until October 6, 2016, after which the GSIS shall no longer accept payments from concerned members.

While the entire period under secondment shall be included in the computation of the Total Length of Service (TLS), only those periods with actual premium payments shall form part of the member's Period with Paid Premiums (PPP), which is the basis for the computation of benefits.

The definition of secondment under Section 6 ( c ), Rule III of the Civil Service Commission Memo Circular No. 40, s. 1998 as amended by Memo Circular No. 15, s. 1999 is the "*movement of an employee from one department or agency to another which is temporary in nature and which may not require the issuance of an appointment, which may either involve increase in compensation and benefits*". Secondment creates no gap in the government service. Thus, the employee seconded should have his/her services in the receiving agency credited as part of government service. It is reminded, however, that the mandatory premium contributions for life and retirement shall be continued to be billed and remitted to GSIS.

In order for the GSIS to compute the total premiums due for the duration of the period under secondment, please submit a copy of any of the following documents for updating of the Member's Service Profile (MSP):

1. Copy of the agreement on secondment; or
2. Service record (SR) reflecting the period covered by the said agreement; or
3. Certification from the mother agency that the concerned member was seconded to another agency or institution.

Upon receipt of the proofs of secondment, we will send the Statement of Account of the said employee and we request that you advise him/her to settle the amount prior to the deadline.

Thank you.

Very truly yours,

ELMER C. BAGUIO  
Manager, Membership Department  
VisMin Group

cc: MS. MERCEDES VPE. ENRIQUEZ  
BRANCH MANAGER  
GSIS DUMAGUETE BRANCH OFFICE  
NATIONAL NORTH ROAD  
DUMAGUETE CITY 6200