



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

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SGOD Office (035) 225 - 6180

September 2, 2016


DIVISION MEMORANDUM

No. 524s. 2016

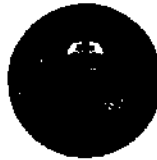
**DOCUMENTARY REQUIREMENTS FOR APPLICATION FOR
GSIS BENEFIT CLAIMS**

TO : Chiefs, CID & SGOD
District Supervisors/District In-Charge
Elementary School Heads
All Others Concerned

1. Attached is **DEd NIR Regional Memorandum No. 215 s. 2016** disseminating the **Documentary Requirements for application for GSIS Benefit Claims.**
2. For details, refer to the attached Memorandum.
3. For the information and guidance of all concerned.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
9/25/16

05 SEP 2016



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



August 30, 2016

REGIONAL MEMORANDUM
No. 215, s. 2016

DOCUMENTARY REQUIREMENTS
FOR APPLICATION FOR GSIS BENEFIT CLAIMS

RELEASE	
CONTROL NO.	1792
RELEASED BY:	[Signature]
DATE RELEASED:	8/30/16

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers
Human Resource Management Officers
All Others Concerned


1. For a smooth facilitation on the application of GSIS Benefit Claims of DepEd employees in the Negros Island Region, this Office reiterates the list of documentary requirements needed for the various GSIS Benefits that GSIS members need to accomplish.
2. All concerned are directed to note the requirements for each benefit as guide for the processing of claims.
 - a. **Retirement/Separation Benefit**
Compulsory/Optional Retirement (RA8291, RA660, PD1146)
Separation Benefit (RA8291)
 - a.1 Duty accomplished and Indorsed Application Form for Retirement (3 copies)
 - a.2 Updated Service Record (3 copies)
 - a.3 Declaration of Pendency/Non-Pendency of Case Form (2 copies)
 - a.4 Division Clearance (2 copies)
 - a.5 Certificate of Last Payment (2 copies)
 - a.6 Provident Clearance (2 copies)
 - b. **Death Claim/Accidental Death Benefit** (Life Endowment Policy (CM))
 - b.1 Duty accomplished and Indorsed Application for Life Insurance Benefit (3 copies)
 - b.2 Updated Service Record (3 copies)
 - b.3 Death Certificate of Member issued by LCR or NSO (3 photocopies)
 - b.4 Certified Guardianship Form for minor dependent children (3 copies)
 - b.5 If with incapacitated children, Affidavit of Legal/Certified Guardianship Form for incapacitated dependent children (3 copies)
 - b.6 If the guardian is not the natural parent, Court order or Affidavit of Guardianship Form supported by DSWD and Barangay Certificate where the minor/incapacitated child is residing
 - b.7 If designated beneficiary/ies is not a GSIS member, Birth Certificate issued by LCR or NSO of designated beneficiary/ies (3 photocopies) or 2 government issued valid IDs with date of birth and signature (3 photocopies)
 - b.8 Marriage Contract of female beneficiary/ies issued by LCR or NSO (3 photocopies)
 - b.9 Police Investigation Report if death is due to accident (3 copies)
 - b.10 Division Clearance (2 copies)
 - b.11 Clearance of Pendency/Non-Pendency of Case (2 copies)
 - b.12 Certificate of Last Payment (2 copies)
 - b.13 Provident Clearance (2 copies)
 - c. **Death Claim** (Enhance Life Policy (LP))
 - c.1 Duty accomplished and Indorsed Application for Life Insurance Benefit (3 copies)
 - c.2 Affidavit of Surviving Legal Heirs stating among others that affiants are the only surviving legal heirs of the deceased member, their date of birth and relationship to the deceased member and they are executing the document for the purpose of claiming benefit from GSIS (3 copies)
 - c.3 Updated Service Record (3 copies)
 - c.4 Death Certificate of Member issued by LCR or NSO (3 photocopies)
 - c.5 If member is married, Marriage Contract issued by LCR or NSO (3 photocopies)

- c.6 If with minor children, Affidavit of Legal/Certified Guardianship Form for minor dependent child (3 copies)
 - c.7 If with incapacitated children, Affidavit of Legal/Certified Guardianship Form for incapacitated dependent children (3 copies)
 - c.8 If the guardian is not the natural parent, Court Order or Affidavit of Guardianship Form supported by DSWD and Barangay Certificate where the minor/incapacitated dependent child is residing (3 copies)
 - c.9 Division Clearance (2 copies)
 - c.10 Clearance of Pendency/Non-Pendency at Case (2 copies)
 - c.11 Certificate of Last Payment (2 copies)
 - c.12 Provident Clearance (2 copies)
- d. Survivorship Benefit Member/Pensioner with Primary Beneficiary/ies (Member is Married)**
- d.1 Duty accomplished Application Form for Survivorship (3 copies)
 - d.2 Proofs of Surviving Legal Heirs and Guardianship Form (3 copies)
 - d.3 Death Certificate of member issued by NSO (1 original copy, 2 photocopies)
 - d.4 Marriage Contract of deceased member issued by NSO (1 original copy, 2 photocopies)
 - d.5 Affidavit of Surviving Spouse with Declaration of No Remarriage/No Cohabitation (3 copies)
 - d.6 If spouse is not a GSIS member, Birth Certificate issued by NSO (1 original copy, 2 photocopies)
 - d.7 Birth Certificate/s of minor/incapacitated children issued by NSO (1 original, 2 photocopies)
 - d.8 If with minor children, Affidavit of Legal/Certified Guardianship Form for minor dependent child (3 copies)
 - d.9 If with incapacitated children, Affidavit of Legal/Certified Guardianship Form for incapacitated dependent child (3 copies)
 - d.10 If the guardian is not the natural parent, Court Order or Affidavit of Guardianship Form supported by DSWD and Barangay Certification where the minor/incapacitated dependent child is residing (3 copies)
 - d.11 Updated Service Record (3 copies)
 - d.12 Division Clearance (2 copies)
 - d.13 Clearance of Pendency/Non-Pendency at Case (2 copies)
 - d.14 Certificate of Last Payment (2 copies)
 - d.15 Provident Clearance (2 copies)
- e. Survivorship Benefit Member/Pensioner with Primary Beneficiary/ies (Member is Single)**
- e.1 Duty accomplished Application Form for Survivorship (3 copies)
 - e.2 Proofs of Surviving Legal Heirs and Guardianship Form (3 copies)
 - e.3 Death Certificate of member issued by NSO (1 original copy, 2 photocopies)
 - e.4 Birth Certificate/s of minor/incapacitated children issued by NSO (1 original, 2 photocopies)
 - e.5 If with minor children, Affidavit of Legal/Certified Guardianship Form for minor dependent child (3 copies)
 - e.6 If with incapacitated children, Affidavit of Legal/Certified Guardianship Form for incapacitated dependent child (3 copies)
 - e.7 If the guardian is not the natural parent, Court Order or Affidavit of Guardianship Form supported by DSWD and Barangay Certification where the minor/incapacitated dependent child is residing (3 copies)
 - e.8 If guardian is not a GSIS member, Birth Certificate issued by NSO (1 original, 2 photocopies) or 2 government-issued valid IDs with date of birth and signature (3 photocopies)
 - e.11 Updated Service Record (3 copies)
 - e.12 Division Clearance (2 copies)
 - e.13 Clearance of Pendency/Non-Pendency at Case (2 copies)
 - e.14 Certificate of Last Payment (2 copies)
 - e.15 Provident Clearance (2 copies)
- f. Survivorship Benefit Member/Pensioner is Single without Primary Beneficiary and Survived by Parents Only**
- f.1 Duty accomplished Application Form for Survivorship (3 copies)
 - f.2 Proofs of Surviving Legal Heirs and Guardianship Form (3 copies)
 - f.3 Death Certificate of member issued by NSO (1 original copy, 2 photocopies)
 - f.4 Birth Certificate issued by NSO or LCR (1 original copy, 2 photocopies)

- f.5 Marriage contract of member's surviving parents issued by NSO or LCR (1 original copy, 2 photocopies) or if born on or before 1945, two (2) government-issued valid IDs with date of birth and signature if surviving parents are not GSIS member/pensioners
- f.6 Updated Service Record (3 copies)
- f.7 Division Clearance (2 copies)
- f.8 Clearance of Pendency/Non-Pendency of Case (2 copies)
- f.9 Certificate of Last Payment (2 copies)
- f.10 Provident Clearance (2 copies)
- g. Survivorship Benefit** Member/Pensioner is Single without Primary Beneficiary and survived by Siblings Only
 - g.1 Duty accomplished Application Form for Survivorship (3 copies)
 - g.2 Proofs of Surviving Legal Heirs and Guardianship Form (3 copies)
 - g.3 Death Certificate of member issued by NSO (1 original copy, 2 photocopies)
 - g.4 Birth Certificate issued by NSO or LCR (1 original copy, 2 photocopies)
 - g.5 Marriage contract of member's parents issued by NSO or LCR (1 original copy, 2 photocopies)
 - g.6 Death Certificate of member's parents issued by NSO or LCR (1 original copy, 2 photocopies)
 - g.7 Affidavit of Surviving Legal Heirs stating among others that affiants are the only surviving legal heirs of the deceased member, their date of birth and relationship to the deceased member and that they are executing the document for the purpose of claiming benefit from GSIS (3 copies)
 - g.8 Birth Certificate/s of all the siblings of the deceased member issued by NSO or LCR (1 original copy, 2 photocopies)
 - g.9 Extra judicial settlement among the legal heirs of the deceased brother/sister of the member designating one payee (3 copies)
 - g.10 Updated Service Record (3 copies)
 - g.11 Division Clearance (2 copies)
 - g.12 Clearance of Pendency/Non-Pendency of Case (2 copies)
 - g.12 Certificate of Last Payment (2 copies)
 - g.13 Provident Clearance (2 copies)
- h. Life Claim** (Maturity or Cash Surrender Value)
 - h.1 Duty Accomplished Application for Life Insurance Benefit (3 copies)
 - h.2 Updated Service Record (3 copies)
 - h.3 Policy Contract
- i. Maturity Benefit**
 - i.1 Updated Service Record (3 copies)
 - i.2 LWOP Certification (3 copies)
- j. Employees Compensation**
 - j.1 Income Benefit Claim for Payment Part I and Part II duly accomplished *Please fill up the time of injury in Part II.* (3 copies)
 - j.2 Statement of actual duties (3 copies)
 - j.3 Certification under Oath by the Head of Office stating the circumstances surrounding the accident/incident, viz date, time, place thereof, what was the employee doing at the time of the accident/incident, his purpose for being there and whether or not he was on duty (3 copies)
 - j.4 Police Investigation Report (3 copies)
 - j.5 Police Blotter (3 copies)
 - j.6 Vicinity Sketch showing the place of accident duly verified by the PNP of the area (3 copies)
 - j.7 Time Card for the month (3 copies)
 - j.8 Sworn Statement/Affidavits of witnesses to the accident/incident (3 copies)
 - j.9 Affidavit of Claimant narrating the events (3 copies)
 - j.10 Updated Service Record (3 copies)
- k. Retirement/Separation Benefit** Disability Retirement (RA660/RA8291)
 - k.1 Duty accomplished and indorsed Application Form for Disability Benefit (3 copies)
 - k.2 Proofs of Disability – Part I: Insured's Statement to be filled out by member
*Notarized (3 copies)
 - k.3 Proofs of Disability – Part II: Certificate of Attending Physician to be filled out by Attending Physician (3 copies)

- k.4 Proofs of Disability – Part III: Medical Examiner's Report (3 copies)
- k.5 Medical Records
- k.6 Updated/Latest Service Record (with indicated last day of actual service and LWOP dates) (3 copies)
- k.7 Certificate of Leaves (with and without pay) undertaken including the leave balance (3 copies)
- k.8 Daily Time Record (DTR) for the past three (3) months from date of filing of the claim
- k.9 Full body picture recently taken with date indicated (camera with date or let member hold newspaper with date seen)
- k.10 Sketch Plan of Residence
- k.11 Division Clearance (2 copies)
- k.12 Clearance of Pendency/Non-Pendency of Case (2 copies)
- k.13 Certificate of Last Payment (2 copies)
- k.14 Provident Clearance (2 copies)

3. For guidance and widest dissemination,


GILBERT T. SADSAD
Director III
Officer-In-Charge
Office of the Regional Director

PAU/esp