



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY

DepEd DIVISION OF TANGUB CITY
 CITY OF TANGUB
RELEASED
 DATE OCT 30 2024 1:15 pm

2410-1910

October 21, 2024

DIVISION MEMORANDUM
 No. 353, s. 2024

DISSEMINATION OF VARIOUS ISSUANCES RELATIVE TO THE GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors/PSDICs
 Public Elementary and Secondary School Heads
 All Teaching and Non-Teaching Personnel
 This Division

1. Pursuant Regional Memorandum No. 0551, s. 2024 on the Dissemination of Various Issuances Relative to Government Service and Insurance System (GSIS) this Office disseminates the following communications for information and compliance:
 - a. Memorandum dated July 16, 2024, from the Office of the Undersecretary for Finance re: GSIS Group Personnel Accident Insurance (GSIS-GPAI)
 - b. Memorandum dated July 22, 2024, from the Office of the Undersecretary for Finance re: Registration to GSIS Touch for all DepEd Teaching and Non-Teaching Personnel highlighting the importance of this platform to facilitates convenient access to GSIS benefits and services.
2. Review of the cited materials is strongly encouraged for the guidance of the Office concerned
3. For information, guidance, and strict compliance.

SHAMBAEH A. ABANTAS-USMAN, PhD., CESO VI
 Schools Division Superintendent

Encl: As stated
 Reference: DEPED MEMORANDUM
 To be indicated in the Perpetual Index
 under the following subjects:

BENEFITS

SAU/MCS/ DISSEMINATION OF VARIOUS ISSUANCES RELATIVE TO THE GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)
 October 21, 2024



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.2024	Page	Page 1 of 2




Republic of the Philippines
Department of Education
Office of the Undersecretary for Finance

MEMORANDUM

OUF-2024- 0549

July 16, 2024

TO : **REGIONAL DIRECTORS**
DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
DIRECTOR IV, INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
ANNALYN M. SEVILLA
Undersecretary

SUBJECT : **GSIS GROUP PERSONAL ACCIDENT INSURANCE (GSIS-GPAI)**

This is to reiterate that DepEd personnel who are involved in work and non-work-related accidents may file a claim under the Government Service Insurance System (GSIS) Group Personal Accident Insurance (GPAI) policy.

Under the GSIS-GPAI, DepEd personnel can claim for accidental death or dismemberment of up to Php100,000.00. GPAI also offers medical reimbursement feature for accident-related injuries of up to Php30,000.00.

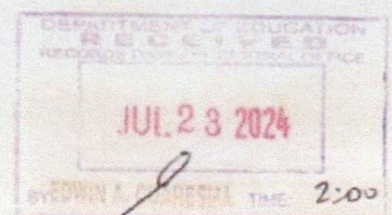
The said policy includes injuries sustained in accidents encountered by covered DepEd personnel both locally and internationally, whether work-related or not. Furthermore, 100% of the principal sum will be received by the beneficiaries of the DepEd personnel in case of unprovoked murder or assault.

Claims must be reported to nonmotorclaims@gsis.gov.ph which includes the complete contact details of the claimant/victim, including email address, landline or phone number, contact person, and mailing address. The claim should be filed within 120 days of the date of the accident. Attached as Annex A are the required documents to be submitted in filing claims.

For dissemination and compliance.

Copy Furnished:

1. **Wilfredo E. Cabral**
Undersecretary for Human Resource and Organizational Development
2. **Francis Cesar B. Bringas**
Assistant Secretary for Operations



ANNEX A

GOVERNMENT SERVICE INSURANCE SYSTEM - GROUP PERSONAL ACCIDENT INSURANCE (GSIS GPAI)

COVERAGE: From October 05, 2023 to October 04, 2024

REQUIREMENTS:

MEDICAL REIMBURSEMENT CLAIM

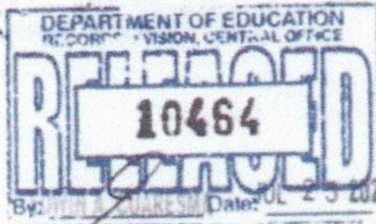
1. **Original** Endorsement of Claim by the Office of the Insured Person to GSIS
2. **Original** Medical Certificate
3. **Original** Official Receipts for medical expenses incurred
4. **Original** Doctor's Prescription (for over the counter medicines)
5. Photos of bodily injuries
6. Vaccination Schedule (if injury caused by Animal Bite / Scratch)
7. Statement of Account (if hospitalized)
8. Hospital Records (Clinical Abstract, Laboratory, X-Ray, CT Scan Results)
9. **For Vehicular Accident: Original** Police Report or **Originally Signed CTC** of the Police Report

For Non-Vehicular Accident:

- **Original** Affidavit on the Circumstances of the Accident (**Notarized**) *with attached photocopy of valid ID w/ signature & picture*
- **Original** Affidavit of Two Disinterested Witness (**Notarized**) *with attached photocopy of valid ID w/ signature & picture*

ACCIDENTAL DEATH/DISEMBEUREMENT

1. **Original** Endorsement of Claim to GSIS by Head of Office of the Insured Person
2. **Original** PSA Death Certificate
3. **Original** Certificate of Employment prior to death w/ Service Record
4. **Original** or CTC of Police/Traffic Investigation Report
5. Photos of bodily injury/incident
6. Statement of account (if hospitalized)
7. Hospital Records (Clinical Abstract, Laboratory, X-ray, CT Scan Results)
8. Autopsy Report, if any
9. **Original** Certificate of Legal Heirs from the assured's Human Resources Dept.
10. **If the deceased is married:**
 - **Original** PSA Marriage Certificate
 - **Original** PSA Birth Certificate of Children
 - For minor children: **Original** Affidavit of Guardianship
11. **If the deceased is single :**
 - **Original** PSA Birth Certificate of Insured
 - **Original** PSA Marriage Certificate of Parents
12. Extrajudicial Affidavit & Waiver of Rights, if applicable



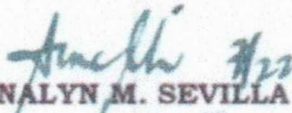
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

July 22, 2024

For : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CENTRAL OFFICE PERSONNEL
ALL TEACHING AND NON-TEACHING PERSONNEL**

FROM : 
ANNALYN M. SEVILLA
Undersecretary

SUBJECT : **REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE
SYSTEM (GSIS) TOUCH FOR ALL DEPED TEACHING AND NON-
TEACHING PERSONNEL**

To ensure that all DepEd teaching and non-teaching personnel are fully informed about the service and advantages offered by GSIS, this office strongly encourages and advocates the registration to the "GSIS Touch" which is a vital platform that facilitates convenient access to GSIS benefits and services.

The following are the steps to register to the GSIS Touch:

Step 1: Open an Account

- Download the GSIS TOUCH MOBILE APP.
- Enter your Birthdate and BP number to create an account.

Step 2: Enter the One Time Pin (OTP)

- An OTP will be sent to your registered mobile number.
- Enter the OTP on the portal to validate your registration.

Step 3: Create Username and Password

- Follow the prompts to create a username and password for your GSIS touch account.

If your mobile number is not registered or needs updating, use any of the following materials:

- Visit GWAPS Kiosk
- Contact the Authorized Agency Officer (AAO), or
- Visit the nearest GSIS Branch



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec_financebpm@deped.gov.ph

All personnel must complete the registration process for GSIS Touch. Failure to comply may result in delays in accessing GSIS benefits and services.

Immediate dissemination and compliance with this Memorandum are desired. For inquiries, please contact **Finance Service - Employee Account Management Division (FS-EAMD)** at 8633-7248 or email at fs.eamd@deped.gov.ph.

MS 7/22

