MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : GSIS MEMORANDUM CIRCULAR NO. 02-05

DATE : 22 APRIL 2005

May we provide you with the attached self-explanatory Memorandum Circular No. 02-05 dated 28 March 2005 issued by the Government Service Insurance System (GSIS) regarding the release of GSIS checks for loans and benefits.

Please be guided accordingly.

Carmelita S. Dimzon
Deputy Administrator and
Officer-In-Charge
28 March 2005

MEMORANDUM CIRCULAR NO. 02-05

TO: ALL HEADS OF DEPARTMENTS AND COMMISSIONS, PRESIDENTS OF STATE UNIVERSITIES AND COLLEGES, CHIEFS OF BUREAUS AND OFFICES, MANAGING HEADS OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, ACCOUNTING, FINANCE, COLLECTING AND/OR DISBURSING OFFICERS THEREOF, AUDITORS, METRO MANILA/PROVINCIAL GOVERNORS, CITY, AND MUNICIPAL MAYORS AND TREASURERS, ALL GSIS MEMBERS AND OTHERS CONCERNED

SUBJECT: GSIS CHECKS FOR LOANS AND BENEFITS

To further improve GSIS services, effective 1 April 2005, the proceeds of all types of loans and benefits shall be paid thru Philippine National Bank (PNB) checks except those issued by the following GSIS offices which shall use UnionBank of the Philippines (UBP) checks:

- GSIS Central Office in Pasay City
- GSIS Quezon City Field Office
- GSIS Pampanga Field Office
- GSIS Cebu Field Office
- GSIS Davao Field Office

As an added security measure to prevent fraud and to further ensure that intended beneficiaries receive the proceeds of GSIS loans and benefits, the System has adopted the crossed-check policy in April 2003. This means that all GSIS issued checks are for deposit to payee’s account only.

However, members may still encash their PNB or UBP checks at the respective PNB or UBP branch anywhere in the country up to 31 May 2005 only. After this date, GSIS shall strictly enforce the crossed-check policy. This means that effective 1 June 2005, GSIS issued checks can only be encashed if deposited to the payee’s bank account and shall no longer be accommodated for over-the-counter encashment.

Members are therefore encouraged to open an account with a bank of their choice to where they can deposit their checks. For the benefit of the members, GSIS has arranged with PNB an opening and maintaining balance requirement of only P500.00 instead of the normal requirement of P5,000.00.

For members who will acquire or have acquired their GSIS eCard, the proceeds of their loans and claims shall be credited to their eCard account with UnionBank. Thus, there is no more need for the members to open another account. The eCard account with UBP requires no maintaining balance and members can withdraw the proceeds of their loans and benefits through UBP ATMs and over 5,000 Megalink, Bancnet and Expressnet ATMs anywhere in the country.

WINSTON F. GARCIA
President and General Manager