



**GSIS** Government Service Insurance System  
General Santos Branch Office  
Llido Bldg., Santiago Blvd., Gen. Santos City 9500

January 21, 2021

**ALLAN G. FARNAZO, CESO IV**  
Regional Director  
DEPED Regional Office XII  
Koronadal City

S I R :

We were informed that the loan amortization for GSIS Multi-purpose Loan (MPL) and Computer Loan (CPL) for the month of January 2021 was NOT deducted from the pay slip of teachers and employees due to the on-going upgrade of the DEPED Payroll System.

In view of this, we respectfully request your office to relay this information to the affected teachers and employees and advise them to pay using one of the options below:

1. Over-the-counter payment at GSIS General Santos City, preferably from Monday to Thursday at 9am to 3pm.
2. Manual remittance using ERF thru the respective Division Offices (*see attached Master List per Division*).

Under the GSIS existing policies, the payment mechanism for the MPL and CPL are as follows:

**PAYMENT MECHANISM**

*The monthly amortization shall be deducted through payroll deduction. However, the member shall remit directly to the GSIS the loan installment as they fall due under the following instances:*

- a. His or her name is excluded from the monthly collection list;*
- b. He or she is on secondment, on study leave without pay or extended leave without pay;*
- c. **The monthly amortization is not deducted and/or remitted by the agency;** and*
- d. The loan amortization deducted from the payroll is not sufficient to cover the full loan amortization due.*

Thank you for your continued support in the service of our fellowmen by helping us ensure the financial viability of our GSIS Social Insurance Fund.

Sincerely,

  
**ROSALINDA G. MENDOZA**  
Branch Manager