



Title of Frontline Service: **GSIS ENROLMENT OF NEWLY-HIRED PERSONNEL**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	Newly-hired DepEd personnel	*Duly accomplished GSIS Membership Information Sheet (Form-A) *Certificate of First Day of Service	15 working days

**How to Avail of the Service?**

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits duly accomplished Membership Information Sheet signed by authorized signatory with copy of Certificate of First Day of Service duly signed by the School Principal or Immediate Head to: <a href="mailto:lorenza.pilario001@deped.gov.ph">lorenza.pilario001@deped.gov.ph</a>	Checks and verifies data provided in the MIS and Certificate of First Day of Service	2 days	Lorenza Pilario And/or Jennette Rose Arcilla	None	MIS-05-02 Form
2		Upload ARA Form A to GSIS Web Member Service Profile (MSP)	2 days	Lorenza Pilario And/or Jennette Rose Arcilla	None	GSIS ARA Form A

3		Waiting for BP Number generated by GSIS as per upload of ARA Form A	10 days	GSIS	None	None
4		Release GSIS BP Number through email Log date of receipt by the member	1 day	Lorenza Pilario Jennette Rose Arcilla	None	None
<b>END OF TRANSACTION</b>						