



Title of Frontline Service: PROCESSING OF GSIS CONSOLIDATED/POLICY LOAN APPLICATION

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.	All DepEd Cebu City Employees	<ul style="list-style-type: none"> ✓ Applicant must have applied for Loan online or through G SIS Kiosk ✓ Clear copy of latest payslip ✓ (For ConsoLoan) Net Pay should not fall below the 5,000php net pay requirement after deduction of new loan monthly amortization (per DepEd Order No. 1, s. 2014) 	1 day

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Emails clear copy of latest payslip to: lorenza.pilario001@deped.gov.ph	<p>(A) Consolidated Loan: Receives and checks copy of payslip to ascertain net pay complies with P5,000 net pay requirement.</p> <p>(B) Policy Loan Immediately Approved the loan application per validation.</p>	2 hours	Lorenza Pilario	None	Clear copy of latest Payslip
2	Waits for confirmation	Approves/disapproves G SIS Consolidated Loan application	4 hours	Lorenza Pilario	None	None
3		Informs the applicant regarding the status of the G SIS consolidated/policy loan application and for further instructions.	2 hours	Lorenza Pilario	None	None

END OF TRANSACTION