



Title of Frontline Service: **PROCESSING OF G SIS FINANCIAL ASSISTANCE LOAN (GFAL) 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"> * Duly accomplished GFAL/Top-up Form * Clear copy of payslip for the last three (3) months * Statement of account from PLI * Disclosure from PLI * Copy of PLI collector's ID * A permanent employee and a regular premium-paying member of GSIS for at least three (3) years 	8 hours

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 GFAL/Top up form with complete supporting documents	Receives and verifies completeness of signatures and supporting documents	1 hour	Jean Maureen Rosalejos / Lenie Rose Rada	None	GFAL / Top-up Form
2	Fill in certification for signature	Issues Certification slip	1 hour	Jean Maureen Rosalejos / Lenie Rose Rada	None	None
3		Signs certification as to: <ul style="list-style-type: none"> • permanent employee for at least three (3) years; • no pending case • absence without pay 	4 hours	Rhodora Man-on / Ave Criste Aguilar Sheilla Allanic / Karl John Capili Ave Criste Aguilar /	None	None

		<ul style="list-style-type: none"> regular premium-paying member of GSIS for at least three (3) years 		Elvira Ugang Nimfa Kee / Cherryqui Tuban		
4		<p>Verifies the veracity and authenticity of required documents</p> <p>Checks and signs Certification</p> <p>Countersigns GFAL/Top-up Loan Application</p>	1 hour	Lenie Rose Rada / Jean Maureen Rosalejos	None	None
5		<p>Check the completeness of Documents</p> <p>Sign GFAL/Top-up Loan Application</p>	1 hour	Lorenza Pilario- AAO Jennette Rose Arcilla- Alternate AAO	None	None
END OF TRANSACTION						