



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 31, 2024

**REGIONAL MEMORANDUM**

No. **866** s. 2024

**GSIS GROUP PERSONAL ACCIDENT INSURANCE (GSIS-GPAI)**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum OUF-0549-2024 with the subject: **GSIS Group Personal Accident Insurance (GSIS-GPAI)**.
2. The Schools Division Superintendents shall ensure that all eligible personnel are properly informed on the requirements and procedures.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

GSIS

INSURANCE

PERSONAL



AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
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Republic of the Philippines  
**Department of Education**  
 Office of the Undersecretary for Finance

DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE  
 RECORDS SECTION  
**JUL 19 2024**  
 7:44

**MEMORANDUM**  
**OUF-2024-0549**  
 July 16, 2024

OFFICE OF THE DIRECTOR IV  
 Date and Time Received: **JUL 23 2024 9:47** Signature: *[Signature]*  
 Date and Time Released: **JUL 23 2024** Signature: *[Signature]*  
 \* DATE 7/29/24 TIME 2:14

TO : **REGIONAL DIRECTORS**  
**DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**  
**DIRECTOR IV, INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

FROM : *[Signature]*  
**ANNALYN M. SEVILLA**  
 Undersecretary

SUBJECT : **GSIS GROUP PERSONAL ACCIDENT INSURANCE (GSIS-GPAI)**

This is to reiterate that DepEd personnel who are involved in work and non-work-related accidents may file a claim under the Government Service Insurance System (GSIS) Group Personal Accident Insurance (GPAI) policy.

Under the GSIS-GPAI, DepEd personnel can claim for accidental death or dismemberment of up to Php100,000.00. GPAI also offers medical reimbursement feature for accident-related injuries of up to Php30,000.00.

The said policy includes injuries sustained in accidents encountered by covered DepEd personnel both locally and internationally, whether work-related or not. Furthermore, 100% of the principal sum will be received by the beneficiaries of the DepEd personnel in case of unprovoked murder or assault.

Claims must be reported to [nonmotorclaims@gsis.gov.ph](mailto:nonmotorclaims@gsis.gov.ph) which includes the complete contact details of the claimant/victim, including email address, landline or phone number, contact person, and mailing address. The claim should be filed within 120 days of the date of the accident. Attached as Annex A are the required documents to be submitted in filing claims.

For dissemination and compliance.

Copy Furnished:

1. **Wilfredo E. Cabral**  
Undersecretary for Human Resource and Organizational Development
2. **Francis Cesar B. Bringas**  
Assistant Secretary for Operations

DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE  
 RECORDS SECTION  
**JUL 23 2024**  
 BY: *[Signature]* TIME 2:00



## **ANNEX A**

### **GOVERNMENT SERVICE INSURANCE SYSTEM - GROUP PERSONAL ACCIDENT INSURANCE (GSIS GPAI)**

**COVERAGE: From October 05, 2023 to October 04, 2024**

#### **REQUIREMENTS:**

##### **MEDICAL REIMBURSEMENT CLAIM**

1. **Original** Endorsement of Claim by the Office of the Insured Person to GSIS
2. **Original** Medical Certificate
3. **Original** Official Receipts for medical expenses incurred
4. **Original** Doctor's Prescription (for over the counter medicines)
5. Photos of bodily injuries
6. Vaccination Schedule (if injury caused by Animal Bite /Scratch)
7. Statement of Account (if hospitalized)
8. Hospital Records (Clinical Abstract, Laboratory, X-Ray, CT Scan Results)
9. **For Vehicular Accident: Original** Police Report or **Originally Signed CTC** of the Police Report

##### **For Non-Vehicular Accident:**

- **Original** Affidavit on the Circumstances of the Accident (**Notarized**) *with attached photocopy of valid ID w/ signature & picture*
- **Original** Affidavit of Two Disinterested Witness (**Notarized**) *with attached photocopy of valid ID w/ signature & picture*

##### **ACCIDENTAL DEATH/DISEMBLEMENT**

1. **Original** Endorsement of Claim to GSIS by Head of Office of the Insured Person
2. **Original** PSA Death Certificate
3. **Original** Certificate of Employment prior to death w/ Service Record
4. **Original** or CTC of Police/Traffic Investigation Report
5. Photos of bodily injury/incident
6. Statement of account (if hospitalized)
7. Hospital Records (Clinical Abstract, Laboratory, X-ray, CT Scan Results)
8. Autopsy Report, if any
9. **Original** Certificate of Legal Heirs from the assured's Human Resources Dept.
10. **If the deceased is married:**
  - **Original** PSA Marriage Certificate
  - **Original** PSA Birth Certificate of Children
  - For minor children: **Original** Affidavit of Guardianship
11. **If the deceased is single :**
  - **Original** PSA Birth Certificate of Insured
  - **Original** PSA Marriage Certificate of Parents
12. Extrajudicial Affidavit & Waiver of Rights, if applicable