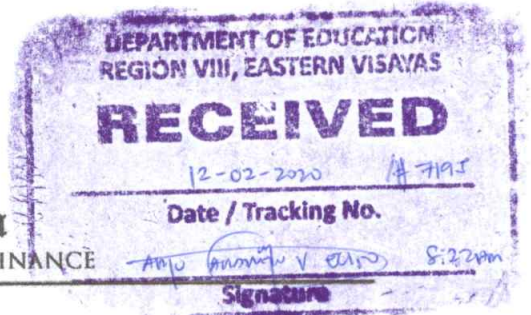




Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM  
 OUF NO. 2020-\_\_\_\_\_

OFFICE OF THE DIRECTOR IV	
Date and Time Received	02 DEC 2020 9:37
Signature	[Signature]
Date and Time Released	02 DEC 2020 9:41
Signature	[Signature]

TO : ALL REGIONAL DIRECTORS  
 DIRECTOR OF BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT (BHROD)  
 DIRECTOR OF INFORMATION, COMMUNICATION AND TECHNOLOGY SERVICES (ICTS)  
 SCHOOLS DIVISION SUPERINTENDENTS



ATTENTION : Regional Chiefs of Finance and Administrative Divisions  
 Chief, Personnel Division, BHROD  
 Officer-In-Charge, Solutions Development Division (SDD), ICTS  
 School Heads of Implementing Unit (IU) Secondary Schools  
 Heads of Regional Payroll Services Units (RPSUs)  
 Heads of Finance and Administrative Units, Schools Division Offices

FROM :   
 ANNALYN M. SEVILLA  
 Undersecretary for Finance

  
 RAMON FIEL G. ABCEDE  
 Assistant Secretary for Finance

SUBJECT : DIRECTIVES FOR NOVEMBER AND DECEMBER 2020 REMITTANCES FOR INSURANCE PREMIUMS AND MUTUAL BENEFITS SYSTEM MEMBERSHIP CONTRIBUTIONS

DATE : November 25, 2020

1. Relative to the Memorandum No. OUF-2020-0621 entitled, "Directives for November 2020 Payroll," issued by this Office, attached are copies of the following issuances as updates on the implementation of the 60-day grace period on payment of insurance premium and mutual benefits system (MBS) membership contribution:

1.1 General Letter dated November 18, 2020 addressed to all Insurance Companies and Mutual Benefits Associations (MBAs) Accredited under the Department's Automatic Payroll Deduction System (APDS), providing updates with regard to the consultation

020 email  
 12/2/20



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**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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made on their issues raised during the October 29, 2020 APDS Virtual Public Meeting, and requiring them to submit list of their DepEd members who will avail of the said 60-day grace period;

1.2 Advisory addressed to DepEd teaching and non-teaching personnel dated November 25, 2020, instructing them to coordinate with their insurance/pre-need/mutual benefit system (MBS) providers, should they wish to avail of the said 60-day grace period; and

1.3 Advisory addressed to all insurance companies and MBAs accredited under the Department's APDS, extending the deadline for submission of the list of DepEd personnel who will avail of the 60-day grace period for payment of insurance premium/pre-need plans/MBS from December 3, 2020 to December 9, 2020.

2. Please be informed that only insurance companies and MBAs registered and regulated by the Insurance Commission (IC) are covered by the IC Circular Letter No. 2020-095, as consulted with the said agency.

3. In view of the above, all RPSUs and IU-secondary schools are hereby directed to implement the following for November and December 2020 payroll months:

3.1 For GSIS and Pag-IBIG Fund as well as the deductions for mutual aid system (MAS) in favor of APDS entities not regulated by the IC;

a. Remit the mandatory and MAS already deducted from November 2020 payroll; and

b. Deduct the mandatory and MAS from the December 2020 salaries of the concerned DepEd personnel and remit the same to the concerned entities.

3.2 For insurance companies and MBAs regulated by the IC that submitted, on or before December 9, 2020, the list of DepEd personnel who will avail of the 60-day grace period:

a. Refund to the concerned DepEd personnel, the amounts of insurance/pre-need plans premiums and MBS deducted from their November 2020 salaries and stop the deductions of the same for December 2020 payroll;

b. Remit to the concerned entities amounts of insurance/pre-need plans premiums and MBS deducted from the November 2020 salaries of the concerned DepEd personnel not included on the list, and continue the deductions of the same for December 2020 payroll.

3.3 For insurance/pre-need companies and MBAs regulated by the IC that did not submit on or before December 9, 2020, the required list of DepEd personnel:

a. Remit the amounts of insurance/pre-need plan premiums payments and MBS deducted from the November 2020 payroll; and



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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- b. Deduct the insurance/pre-need plan premiums payments and MBS from the December 2020 salaries of the concerned DepEd personnel and remit the same to the concerned entities.
4. Strict compliance with this Memorandum is desired since the said entities shall be solely responsible should there be any issue that may arise due to non-compliance with the IC Circular Letter No. 2020-095.
4. For immediate dissemination.

  
A. M. SEVILLA

  
R. F. G. ABCEDE

Enclosures: As stated





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**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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November 18, 2020

**General Letter to All Insurance Companies and Mutual Benefit Associations (MBAs)  
Accredited under the Department's Automatic Payroll Deduction System (APDS)**

**Subject: Implementation of the 60-day Grace Period on Payment of Insurance Premiums**

This has reference to the consultation through virtual platform held on November 17, 2020 by the DepEd CO APDS Task Force with the representatives of the Insurance Commission (IC) made in order to discuss the issues raised during the meeting with the insurance/pre-need companies and MBAs relative to the provisions of the IC Circular Letter No. 2020-095, entitled "*Guidelines in the Interpretation and Application of Section 4 (uu) of Republic Act No. 11494, Otherwise known as the 'Bayanihan to Recover as One Act.'*"

The following significant clarifications were made:

- a. The 60-day grace period shall apply only to life insurance policies and pre-need plans being offered by insurance companies and MBAs registered with the IC;
- b. Health cards/plans are not covered by the 60-day grace period;
- c. That the 60-day grace period stated therein already includes the standard grace period of 31 days;
- d. That the non-deduction of the premiums for the given grace period is just mere deferment of payments, and must be settled within the period agreed with the concerned insurance/pre-need company or MBA;
- e. That the responsibility of notifying the policy/plan holder as to whether he/she would avail of the said relief or grace period is lodged with the insurance/pre-need company and MBA, and such option of the holder/insured must be made in writing; and
- f. The insurance/pre-need company and MBA shall have the option to choose whether to collect the amount corresponding to the 60-day grace period through APDS by extending the payment term of the policy by another two (2) months or collect payments over-the-counter.

In view thereof, all insurance/pre-need companies and MBA licensed/regulated by IC are required to submit to the concerned Regional Payroll Services Units (RPSUs) and Implementing Unit (IU) Secondary Schools on or before December 3, 2020, the list all policyholders/planholders, who will avail of the said grace period, duly supported with their written consent. If no such list is submitted within the said deadline, it is presumed that policyholders/planholders agreed to remit all premium deductions for payroll months of November and December 2020.



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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For records purposes, kindly affix your signature below to signify that you have received and understood the above information/policy on the implementation of the 60-day grace period for insurance premium and mutual benefits system under Bayanihan to Recover as One Act.

Thank you for your continued support to DepEd's APDS Program.

Very truly yours,

**ANNALYN M. SEVILLA**  
Undersecretary

<i>Name</i>	
<i>Designation</i>	
<i>Name of Entity</i>	
<i>Signature</i>	
<i>Date</i>	

Copy Furnished:

**Regional Directors and Chiefs of Finance and Administrative Divisions**  
DepEd Regional Office Nos. I to XIII, CAR and NCR



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**Department of Education**  
Office of the undersecretary for finance

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November 25, 2020

**ADVISORY**

**To All Insurance Companies and Mutual Benefit Associations (MBAs)  
Accredited under the Department's Automatic Payroll Deduction System (APDS)**

**RE: Implementation of the 60-day Grace Period on Payment of Insurance Premiums**

1. This pertains to the General Letter dated November 18, 2020 sent to your entity, with regard to the deadline for the submission to our Payroll Services Unit/Implementing Unit Secondary Schools of the list of your policy/plan holders who will avail of the 60-day grace period on payment of insurance premiums and mutual benefits system (MBS) membership contributions, pursuant to the Insurance Commission Circular Letter No. 2020-095 entitled "*Guidelines in the Interpretation and Application of Section 4(uu) of Republic Act No. 11494, Otherwise Known as the Bayanihan to Recover as One Act.*"
2. As stated in the said General Letter, per consultation with the Insurance Commission, your entity shall be responsible for notifying your policy/plan holders as to whether they would avail of the said relief or grace period and securing their written consent should they decide to do so. However, some entities signified that it would be difficult for them to meet the December 3, 2020 deadline for the submission of the said list, considering the tight schedule to notify and secure the consent of their members, which is significant in number, due to the challenges in logistics and communication given the current situation.
3. Thus, in order to provide ample time to notify your entity's respective policy/plan holders, as recommended by the DepEd Central Office APDS Task Force, the said deadline for the submission of the aforementioned list is hereby **extended until December 9, 2020**.
4. Please be guided accordingly. Thank you.

  
**ANNALYN M. SEVILLA**  
Undersecretary

**Copy Furnished:**

1. *Regional Directors, Chiefs of Finance and Administrative Divisions,  
Heads of Regional Payroll Services Units and School Heads of III-Secondary Schools,  
DepEd Regions I to III, IV-A, IV-B, V to XIII, NCR and CAR*
2. *Personnel Division, DepEd Central Office*





Republic of the Philippines  
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November 25, 2020

**ADVISORY**

**TO ALL DEPED TEACHING AND NON-TEACHING PERSONNEL**

**RE: IMPLEMENTATION OF 60-DAY GRACE PERIOD ON PAYMENT  
OF INSURANCE PREMIA/PRE-NEED PLANS**

1. This pertains to the directives contained in the Insurance Commission (IC) **Circular Letter No. 2020-095**, entitled "*Guidelines in the Interpretation and Application of Section 4(uu) of Republic Act No. 11494, Otherwise Known as the Bayanihan to Recover as One Act,*" with regard to the implementation of the 60-day grace period on payment of insurance premiums and mutual benefits system (MBS) membership contributions contracted by the planholders/policyholders with the insurance/pre-need companies and mutual benefit associations (MBAs).
2. A consultation through virtual platform held on November 17, 2020 was made by the DepEd CO Automatic Payroll Deduction System (APDS) Task Force with the representatives of the IC. The agenda was the issues raised during the November 3, 2020 virtual meeting with the insurance/pre-need companies and MBAs on the matter. The following were the significant clarifications obtained during the said consultation:
  - a. The 60-day grace period shall apply only to life insurance policies and pre-need plans offered by insurance companies and MBAs registered with the IC;
  - b. Health cards/plans are not covered by the 60-day grace period;
  - c. The 60-day grace period stated in the IC Circular Letter 2020-095 already includes the standard grace period of 31 days;
  - d. The non-deduction of the premiums for the given grace period is just mere deferment of payments, and must be settled within the period agreed with the concerned insurance/pre-need company or MBA;
  - e. The responsibility of notifying the policy/plan holder as to whether he/she would avail of the said relief or grace period is lodged with the insurance/pre-need company and MBA, and such option of the holder/insured must be made in writing; and
  - f. The insurance/pre-need company and MBA shall have the option to choose whether to collect the amount corresponding to the 60-day grace period through payroll deduction by extending the payment term of the policy by another two (2) months or collect payments over-the-counter.



**Republic of the Philippines**  
**Department of Education**  
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3. The above information was also relayed to the concerned entities accredited with the Department's APDS Program and required them to submit to the Regional Payroll Services Units (RPSUs) and Implementing Unit (IU) Secondary Schools on or before December 9, 2020, the list of their policyholders/planholders in DepEd who will avail of the said grace period, duly supported with their written consent. If no such list is submitted within the said deadline, it is presumed that said policyholders/planholders agreed to remit all premium deductions for payroll months of November and December 2020.
4. In view of the above, the RPSUs and IU-Secondary Schools cannot refund automatically the insurance premium/MBS membership contributions already deducted from the concerned DepEd personnel's November 2020 salary, nor stop the said deductions for December 2020 unless a consent in writing is provided to the insurance/pre-need company and/or MBA concerned which will be further submitted to the RPSU and/or IU secondary school, for appropriate action.
5. Thus, all DepEd teaching and non-teaching personnel with contracts from insurance and pre-need companies as well as MBAs under APDS, who are interested to the said 60-day grace period, are hereby directed to communicate their intention to the latter on or before the said scheduled deadline (i.e. December 9, 2020), and coordinate as to how they will settle the corresponding amount that will not be remitted to the said entities, whether over-the-counter or through extension of the termination period in the payroll.
6. Kindly post this Advisory to Bulletin Board and to any conspicuous places at your respective offices/schools, for information and guidance of all concerned.
7. Please be guided accordingly. Thank you.

  
**ANNALYN M. SEVILLA**  
*Undersecretary*

**Copy Furnished:**

1. *Regional Directors, Chiefs of Finance and Administrative Divisions,  
Heads of Regional Payroll Services Units and School Heads of IU-Secondary Schools,  
DepEd Regions I to III, IV-A, IV-B, V to XIII, NCR and CAR*
2. *Chief, Personnel Division, Bureau of Human Resources and Organizational Development*