



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

December 16, 2025

REGIONAL MEMORANDUM

No. **1711** s. 2025

**REMINDER ON THE FILING OF CLAIMS UNDER THE GROUP PERSONAL
ACCIDENT INSURANCE (GPAI) POLICY**

To: Schools Division Superintendents
Regional Officer Personnel
All Others Concerned

1. Attached is Memorandum DM-OASF-2025-921 dated November 18, 2025 with the subject: Reminder on the Filing of Claims Under the Group Personal Accident Insurance (GPAI) Policy.
2. All affected DepEd teaching and non-teaching personnel are reminded to file claims from accidents or losses within the coverage period in accordance with the existing guidelines.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

GSIS

INSURANCE

POLICY

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@depd.gov.ph
Website: region8.depd.gov.ph





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

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 12-09-25
TRACKING #: 12443 TIME: 1:27
SIGNATURE: [Signature]

MEMORANDUM

OASF-2025-921

18 NOVEMBER 2025

**FOR : DEPED REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance

**SUBJECT : REMINDER ON THE FILING OF CLAIMS UNDER THE GROUP
PERSONAL ACCIDENT INSURANCE (GPAI) POLICY**



This is to formally inform that the Government Service Insurance System - Group Personal Accident Insurance (GSIS-GPAI) under the Department of Education (DepEd) Provident Fund (PF) expired on October 05, 2025.

Further, the Provident Fund National Board of Trustees (PF NBT) has resolved not to pursue the renewal of the GSIS-GPAI policy due to the following reasons:

1. Low number of approved claims;
2. Existing medical allowance for each qualified DepEd personnel amounting to Seven Thousand Pesos (P7,000.00) per annum for availment of Health Maintenance Organization (HMO) benefits;
3. Insufficient awareness and participation of DepEd personnel despite the renewal of the said policy;
4. Complex and costly documentary requirements (e.g., autopsy report for accidental death claims), despite the prior requests for streamlining;
5. Availability of other insurance policies/employee benefits with broader coverage and easier documentary requirements; and
6. Sustainability of funds to cover the succeeding years of operations.

Consistent with the Department's ongoing commitment to the welfare and wellness of its employees, other programs are currently being explored to further enhance benefits for its personnel.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebpm@depd.gov.ph

DepEd Email
12/09/25

In view thereof, this Office hereby reminds all affected DepEd teaching and non-teaching personnel, as well as other eligible claimants, that claims from accidents or losses within the coverage period may still be filed, in accordance with the existing guidelines.

To ensure timely processing, claimants are advised to file a Notice of Loss/Claims to GSIS at **PAClaims@gsis.gov.ph** and **nonmotorclaims@gsis.gov.ph** within sixty (60) calendar days from the date of the accident or discovery of the loss, and to submit all required documents within one hundred twenty (120) calendar days from the same date as the basis of the claim, in accordance with Policy No. PA-GPA-GSISHO-0014267.

Furthermore, all DepEd Regional Offices are hereby directed to closely coordinate with their respective Schools Division Office (SDOs) to facilitate necessary support and assistance in processing of claims.

Attached herewith are the required documents to be submitted for the filing of claims.



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan



October 29, 2025

ATTY. EDISON BYRON K. SY

Assistant Secretary for Finance
Officer-In-Charge
Office of the Undersecretary for Finance
Department of Education
2F Rizal Bldg., DepEd Complex
Meralco Ave., Pasig City

Dear Atty Sy:

This refers to your letter dated October 8, 2025, received by GSIS on October 14, 2025, regarding the Department of Education's (DepEd) decision to not renew the Group Personal Accident Insurance with policy number: PA-GPA-GSISHO-0014267 for DepEd personnel upon its expiration last October 5, 2025.

We respect the decision of DepEd following its considerations. Please be assured that GSIS remains committed to processing any claims within the policy period in accordance with the provisions of the policy including claims notification process and submission of documentary requirements.

Should you have any further concerns, please contact Mr. Marco Apollo C. Antonio, Manager, Marketing Department at email address: maantonio@gsis.gov.ph or telephone number 7976-4900 loc 3430.

Thank you for the partnership and we look forward to other insurance requirements of DepEd in the future.

Very truly yours,

MARIA ROSANNA A. SANCHEZ
Officer-In-Charge
Insurance Group