



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



April 17, 2017


MEMORANDUM

TO: Chiefs-CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

RELEASED
Office of the Division Office of Catanduanes
RECORDS SECTION
Date: APR 18 2017
Time: 2:05 PM
Initial/Signature: [Signature]

Please find attached documents relevant to the implementation of the GSIS Scholarship Program for Academic Year 2017-2018. Submission of nominees starts **April 10 to June 9, 2017**.

For your information and dissemination.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Please note that for this academic year, the program implements several enhancements to make it more equitable as follows:

- Opening of scholarship for any college level during the K to 12 program's transition period from AY 2016-2017 to AY 2017-2018. The eligibility requirement shall revert to the original policy allowing only college freshman applicants in AY 2018-2019 onwards.
- Inclusion of Permanent Total Disability Pensioners below 60 years of age who still have children in college and single or childless married members who have dependents in college.
- Increase of scholarship slots to 400 slots with assignments of 40 specific slots to Persons with Disability (PWD), Indigenous People (IP) and Solo Parents (SP)
- Monthly stipend of Php 3,000
- Grant of monetary incentive to those who will graduate with latin honors (cumlaude - Php 20,000.00 magna cum laude- Php 30,000.00 and summa cum laude- Php 50,000.00)
- Ensure that GSP is communicated to eligible members.

All active GSIS members (with premium payments for the last six (60) months) may nominate, provided they are:

- i. permanent and regular government employees at the time of application, with at least three (3) years of service;
- ii. With salary grade (SG) 24 or below or its equivalent job level; and
- iii. They have incoming college freshmen-dependents or college student dependents in any year level 1 who are accepted in or taking up any 4 or 5 year course or in priority courses (Annex A) identified by the CHED, in a Higher Education Institution (HEI) with its own charter or a school qualified by the CHED as Levels IV and III, Autonomous or Deregulated (Annex B).

Likewise, all PTD pensioners who are below sixty (60) years of age may nominate their children for scholarship, with their last compensation to be used as basis for the selection process.

Attached are pertinent GSP information material and forms for dissemination:

- a. GSP Fact Sheet
- b. Application form
- c. Employment Certification, to be signed by the Agency Authorized Officer
- d. School Certification, to be signed by the Authorized School Officer
- e. List of CHED-identified priority courses
- f. List of accredited schools

Initial screening of applicants will be conducted by the Branch Offices. Hence, **only application with complete requirements** shall be ACCEPTED and will be SUBMITTED to the Corporate Social Advocacies and Public Relations Facilities Department (CSA-PRFD), for further evaluation and processing.

Attached are pertinent materials relative to the above program for your reference and dissemination.

Document	Recommended Activity
GSP Factsheet	For posting to respective Office Bulletin Board & Dissemination
Application Form	<ul style="list-style-type: none"> ➤ For printing back to back on long size bond paper and for accomplishment and submission to GSIS by interested applicant together with Birth Certificate of dependent, Certification of Employment and School, <p>Additional Requirements for Sectoral Group Applicants:</p> <ul style="list-style-type: none"> ➤ Endorsement from the head of agency and ➤ Government-issued authentication: <ul style="list-style-type: none"> -PWD ID from the local Social Welfare Development Office (LSWDO) or National Council on Disability Affairs (NCDA); - SP ID from LSWDO; and - Certificate of Confirmation of Tribal Membership from the National Commission on Indigenous Peoples (NCIP)
Certification of Employment	For issuance and signing of Agency Authorized Officer (AAO) i.e. Personnel Manager/HR Officer
School Certification	For issuance and signing of Authorized School Office i.e. Admission Office/Registrar

For more information and clarification you may contact (madmarbella@gsis.gov.ph).

You may also download forms and or check in our website (www.gsis.gov.ph) for more information.



GSIS SCHOLARSHIP PROGRAM (GSP) FOR AY 2017-2018
Application Period: 10 April to 9 June 2017

- All active and regular GSIS members at the time of application with premium payments for the last six (6) months and are permanent employees in the government with at least three (3) years of service and with salary grade of 24 or below or its equivalent job level are eligible to apply.
Likewise, all Permanent Total Disability (PTD) pensioners who are below sixty (60) years of age may nominate their children for scholarship, with their last compensation to be used as basis for the selection process. From hereon, PTD pensioners shall also be referred to as "members".
- The member is allowed to nominate one (1) scholar who meets the following qualifications:
 - Must be a child of a member, including the child/dependent of solo parent-member as defined under The Solo Parents' Welfare Act or the dependent of a childless married or single member; and
 - An incoming college freshman-dependent or a college student-dependent in any year level who is accepted in or taking up any 4- or 5-year course (Annex A) at schools identified by the Commission on Higher Education (CHED) in a Higher Education Institution (HEI) with its own charter or a school qualified by the CHED as Levels IV and III, Autonomous or Deregulated (Annex B).
- Eligible members may secure an application and certification forms (see reverse portion) from any GSIS office or may download the same from the GSIS website (www.gsis.gov.ph).
- For all applicants, please submit the following requirements to the nearest GSIS office for processing:
 - Duly accomplished forms
 - Dependent's Birth Certificate
- For applicants with sectoral group affiliation, please submit the following additional requirements:
 - Endorsement from the head of agency/office attesting to the veracity of claim that you belong to the sector you have checked
 - Original/certified true copy of government-issued authentication, i.e. PWD ID from the local social welfare development office (LSWDO) or National Council on Disability Affairs; Certificate of Confirmation of Tribal Membership from National Commission on Indigenous Peoples; and SP ID from LSWDO.
- Eligible GSIS members will be selected based on their annual basic salary and length of service.
- The scholar shall be entitled to the following benefits during the 4- or 5-year course duration:
 - Actual cost of tuition and miscellaneous fees not to exceed P40,000.00 per academic year, regardless of the number of terms (not to include summer classes and provided that the course is finished within the regular duration prescribed by the school for that 4- or 5-year course); and
 - Monthly stipend of P3,000.00.
- The scholarship grant is non-transferable.
- Only those who complied with abovementioned requirements are qualified to apply.

GSIS SCHOLARSHIP PROGRAM AY 2017-2018 APPLICATION FORM

GSIS COPY

INSTRUCTIONS: Please print and complete all entries in capital letters and check the appropriate box. Attach birth certificate and other required documents.

Name of Member-Applicant _____ (LAST) (FIRST) (MIDDLE)

Complete Home Address _____

GSIS BP No. _____ Date of Birth (mm/dd/yyyy) _____ Home Phone _____

Mobile No. _____ Email Address _____

Civil Status Single Married Separated GSIS Status Active member PTD pensioner

Sectoral Group Affiliation (if applicable): Solo/Single parent(SP) Person with disability(PWD) Indigenous people (IP)

Agency Name _____ Agency Address _____

Type of Agency Nat'l Gov't LGU GFI GOCC Others, pls. specify _____

Office Phone No. _____ Position _____ Years in Gov't Service _____

Salary Grade (if based on job level, indicate equivalent salary grade) _____ Annual Basic Salary _____

Name of Spouse (if applicable) _____ (LAST) (FIRST) (MIDDLE)

Occupation _____ Agency/Address _____ Mobile No. _____

Name of Dependent _____ (LAST) (FIRST) (MIDDLE)

Relationship to the Member-Applicant _____ Gender _____ Course Title _____

Year Level this 1Sem AY 2017-2018 _____ Course Duration 4 yrs 5 yrs Others (indicate no. of years/months) _____

Month when semester would start: 1sem _____ 2sem _____

School Name _____ Complete School Address Accepted/Enrolled _____

Applicant's Signature over Printed Name

Date Accomplished

GSIS SCHOLARSHIP PROGRAM AY 2017-2018 APPLICATION FORM

APPLICANT'S COPY

INSTRUCTIONS: Please print and complete all entries in capital letters and check the appropriate box. Attach birth certificate and other required documents.

Name of Member-Applicant _____
(LAST) (FIRST) (MIDDLE)

Complete Home Address _____
 GSIS BP No. _____ Date of Birth (mm/dd/yyyy) _____ Home Phone _____
 Mobile No. _____ Email Address _____
 Civil Status Single Married Separated GSIS Status Active member PTD pensioner

Sectoral Group Affiliation (if applicable): Solo/Single parent(SP) Person with disability(PWD) Indigenous people (IP)

Agency Name _____ Agency Address _____

Type of Agency Nat'l Gov't LGU GFI GOCC Others, pls. specify _____

Office Phone No. _____ Position _____ Years in Gov't Service _____
 Salary Grade (if based on job level, indicate equivalent salary grade) _____ Annual Basic Salary _____

Name of Spouse (if applicable) _____
(LAST) (FIRST) (MIDDLE)

Occupation _____ Agency/Address _____ Mobile No. _____

Name of Dependent _____
(LAST) (FIRST) (MIDDLE)

Relationship to the Member-Applicant _____ Gender _____ Course Title _____
 Year Level this 19sem AY 2017-2018 _____ Course Duration 4 yrs 5 yrs Others (indicate no. of years/months) _____
 Month when semester would start: 1sem _____ 2sem _____

School Name _____ Complete School Address Accepted/Enrolled _____

Applicant's Signature over Printed Name _____

Date Accomplished _____



**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
 (GOVERNMENT SERVICE INSURANCE SYSTEM)**
 Financial Center, Roxas Boulevard, Pasay City 1308

GSIS COPY

GSIS SCHOLARSHIP PROGRAM (GSP) FOR AY 2017-2018
Application Period: 10 April to 9 June 2017

1. All active and regular GSIS members at the time of application with premium payments for the last six (6) months and are permanent employees in the government with at least three (3) years of service and with salary grade of 24 or below or its equivalent job level are eligible to apply.
 Likewise, all Permanent Total Disability (PTD) pensioners who are below sixty (60) years of age may nominate their children for scholarship, with their last compensation to be used as basis for the selection process. From hereon, PTD pensioners shall also be referred to as "members".
2. The member is allowed to nominate one (1) scholar who meets the following qualifications:
 1. Must be a child of a member, including the child/dependent of solo parent-member as defined under The Solo Parents' Welfare Act or the dependent of a childless married or single member; and
 2. An incoming college freshman-dependent or a college student-dependent in any year level who is accepted in or taking up any 4- or 5-year course (Annex A) at schools identified by the Commission on Higher Education (CHED) in a Higher Education Institution (HEI) with its own charter or a school qualified by the CHED as Levels IV and III, Autonomous or Deregulated (Annex B).
3. Eligible members may secure an application and certification forms (see reverse portion) from any GSIS office or may download the same from the GSIS website (www.gsis.gov.ph).
4. For all applicants, please submit the following requirements to the nearest GSIS office for processing:
 - a. Duty accomplished forms
 - b. Dependent's Birth Certificate
5. For applicants with sectoral group affiliation, please submit the following additional requirements:
 - a. Endorsement from the head of agency/office attesting to the veracity of claim that you belong to the sector you have checked
 - b. Original/certified true copy of government-issued authentication, i.e. PWD ID from the local social welfare development office (LSWDO) or National Council on Disability Affairs; Certificate of Confirmation of Tribal Membership from National Commission on Indigenous Peoples; and SP ID from LSWDO.
6. Eligible GSIS members will be selected based on their annual basic salary and length of service.
7. The scholar shall be entitled to the following benefits during the 4- or 5-year course duration:
 - a. Actual cost of tuition and miscellaneous fees not to exceed P40,000.00 per academic year, regardless of the number of terms (not to include summer classes and provided that the course is finished within the regular duration prescribed by the school for that 4- or 5-year course); and
 - b. Monthly stipend of P2,000.00

(OFFICIAL LETTERHEAD OF AGENCY)

(DATE)

CERTIFICATE OF EMPLOYMENT

TO WHOM IT MAY CONCERN:

This is to certify that as appearing in the records of this Office, Mr./Ms. **(COMPLETE NAME)** is an employee of the **(COMPLETE AGENCY NAME)**, a **(AGENCY TYPE - GFI, GOCC, LGU, NG, etc.)**. He/she is holding the position of **(POSITION TITLE)** with Salary Grade **(SG/Job Level or SG equivalent)**. As such, he/she receives an annual basic salary of **(AMOUNT)**.

As a permanent employee since **(MONTH/DAY/YEAR)**, his/her length of service in the government is **(YEARS IN SERVICE)**. Based on records, Mr./Ms. **(SURNAME)** has premium payments for the last six (6) months.

This certification is being issued upon the request of Mr./Ms. **(SURNAME)** as a requirement for his/her application in the GSIS Scholarship Program for AY 2017-2018.

AGENCY AUTHORIZED OFFICER (i.e. Personnel Manager/HR Officer)
Position Title

(OFFICIAL LETTERHEAD OF SCHOOL)

(DATE)

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that based on our records, Mr./Ms. **(COMPLETE NAME OF STUDENT)** is qualified to enroll or enrolled as **(YEAR LEVEL)** in **(COMPLETE COURSE TITLE)**, a **(COURSE DURATION)** year degree course for **(ACADEMIC YEAR)**.

This certification is being issued upon the request of Mr./Ms. **(SURNAME)** as a requirement for his/her application in the GSIS Scholarship Program for AY 2017-2018

AUTHORIZED SCHOOL OFFICER (i.e. Admission Officer/Registrar)
Position Title