

# CITY HUMAN RESOURCE MANAGEMENT OFFICE - Administrative Division

IliganCity Hall, Buhanginan Hills, Pala-o, 9200 IliganCity

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**Frontline Service** : **GSIS LOAN CONFIRMATION**

**Schedule of Availability of Service** : 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who may Avail of the Service** : Active ICG employees who are active GSIS members

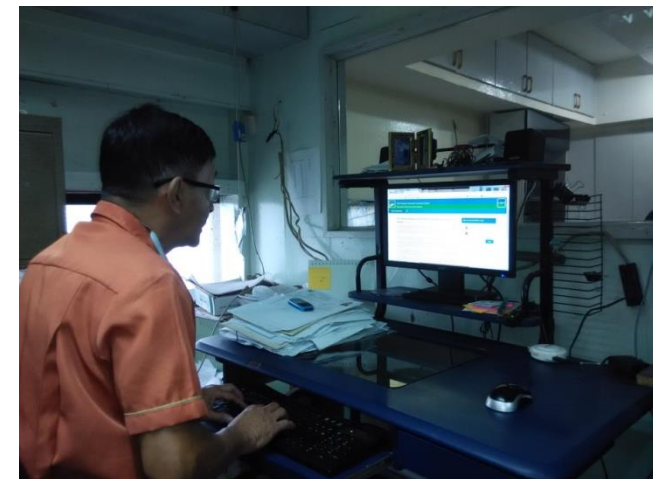
## What are the Requirements:

- GSIS E-Card or Unified Multi-purpose Identification (UMID) Card
- Has applied loan over the counter at GSIS or electronically at any GSIS kiosk

## PROVISIONS :

1. Borrower is in active service in the agency;
2. Borrower has no pending administrative case and/or criminal case;
3. Information supplied by the borrower is true and correct based on the records of the agency;
4. The borrower is not on leave of absence without pay;
5. the net take-home pay of the borrower is still within the minimum net take-home pay required by the GAA ( Php 4,000.00 ) after the regular monthly amortization due on the loan deducted.
6. Monthly amortization shall be deducted from the borrower's monthly salary;
7. In case of separation from the service of the borrower, clearance shall first be obtained from the GSIS before any document and/or final payment is released in favor of the borrower.

**Duration** : 5 minutes



## How to Avail the Service:

### GSIS LOAN CONFIRMATION

Step	Applicant/Client	Service Provider	Duration of Activity	Person In- Charge	Fees	Form/s
1	Inform Authorized Agency Officer (AAO) of type of loan applied and log-in necessary information in logbook	Check data on-line, verify and validate applicant's qualifications to loan availment set by GSIS vis-à-vis ICG records at hand. <ul style="list-style-type: none"> <li>Employee's 201 File</li> </ul>	3 minutes	Agency Authorized Officer (AAO)	None	None
2		If qualified, loan application is electronically confirmed	1 minute	Agency Authorized Officer (AAO)	None	None
3	Wait for the advice of GSIS through text or check the servicing bank after 72 hours if loan has been deposited in personal account	Advice of loan application confirmation and to check account after 72 hours	1 minute	Agency Authorized Officer (AAO)	None	None
<b>END OF TRANSACTION</b>						



Application No.	Loan No.	Loan Type	Total Monthly Amortization	Loan Term	Start Date	End Date	Office	Contribution Date / Type
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
00000000000000000000	00000000000000000000	PERSONAL	2,000.00	36	00-00-00	00-00-00	CITY SCPT OF LUSAN	00-00-00 00.00
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