



### 3. GSIS Loan Confirmation

This is an extension service of the GSIS tasked to the Agency's Authorized Officer (AAO) to look into the employees' capacity to avail such loan per General Appropriations Act (GAA) of the Department of Budget and Management (DBM).

Office or Division	Human Resource Development Division			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	LGU Midsayap Officials and Employees who are active GSIS members			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled up requisition form		Human Resource Development Division		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the filled-up requisition form to the payroll in-charge at the Office of the Municipal Accountant	1. Receive filled up requisition form and check data on-line, verify and validate client's qualifications to loan availment set by the GSIS	None		<i>Sr. Administrative Assistant II</i> Office of the Municipal Accountant
2. Return the filled-up form to the HRDD	2. If qualified, loan application is electronically confirmed	None	2 Minutes	<i>Administrative Officer V</i> Human Resource Development Division
<b>TOTAL:</b>		<b>None</b>	<b>2 Minutes</b>	

Note: Duration is accounted on average individual transaction time and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements and the time of verification at the Office of the Municipal Accountant.