



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

20 JAN 2026

DIVISION MEMORANDUM

No. **043**, s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This office hereby disseminates the attached RM No. 11691 S. 2025 regarding the Filing of Claims under the Group Personal Incident Insurance (GPAI) Policy.
2. Refer Annex A of the reference Memorandum, which contains the List of Documentary Requirements for the Government Service Insurance System – Group Personal Accident Insurance (GSIS-GPAI) Policy No. PA-GPA-GSISHO-0014267
3. Attached is a copy of Memorandum DM-OASF 2025-921.
4. For information and dissemination.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As Stated
Reference:
To be included in the Perpetual Index
Under the following subject:

GPAI Policy

26001/JPM/DM-SDO-filename
2520183/ January 15, 2025



Republic of the Philippines
Department of Education
 REGION I



DEC 11 2025

REGIONAL MEMORANDUM

No. 11291 s. 2025

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

To: Schools Division Superintendents

1. Enclosed is a copy of Memorandum DM-OASF-2025-921, dated November 18, 2025, from Atty. Edson Byron K. Sy, Officer-in-Charge, Office of the Undersecretary for Finance, re: Reminder on the Filing of Claims under the Group Personal Accident Insurance (GPAI) Policy. The content has been duly noted for your information, guidance, and appropriate action.
2. Attention is likewise invited to Annex A of the reference Memorandum, which contains the List of Documentary Requirements for the Government Service Insurance System – Group Personal Accident Insurance (GSIS-GPAI) Policy No.PA-GPA-GSISHO-0014267, for your reference.
3. Immediate dissemination of and compliance with this Memorandum are desired.

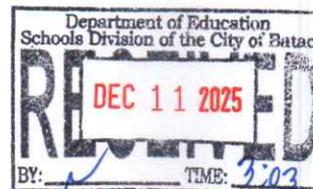
TOLENTINO G. AQUINO
 Director IV



Encl. and Ref: as stated.
 To be indicated in the Perpetual Index
 Under the following subjects:

INSURANCE

ADMIN/gnn/lgm/RM_GSISGPAI
 December 10, 2025



Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I region1@deped.gov.ph
 www.depedregion1.com

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

MEMORANDUM

OASF-2025-911

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.



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

ANNEX A:

List of Documentary Requirements for the Government Service Insurance System -
Group Personal Accident Insurance (GSIS-GPAI)
Policy No. PA-GPA-GSISHO-0014267

GPAI CLAIMS	DOCUMENTARY REQUIREMENTS
I. Accidental Death/Disbursement	<ol style="list-style-type: none">1. Original endorsement by the claimant's division superintendent2. Original PSA death certificate - wherein a Local Civil Registrar death certificate will suffice to commence the claims process. PSA death certificate will be required upon release of check or when available, whichever comes first.3. Original or CTC of police/traffic investigation report, for vehicular related accident4. Photos of bodily injury/accident - photo may be taken once the assured is out of danger and/or immediately after being treated;5. Statement of Account (if hospitalized before death);6. Hospital records (clinical abstract, laboratory, x-ray, CT scan results), if applicable (if hospitalized before death);7. Original official receipts for medical expenses incurred, if applicable (if hospitalized before death);8. Autopsy report, if any;9. Original Certificate of legal heirs from the insured's Division Office10. If deceased is married:<ol style="list-style-type: none">(a) Original PSA Marriage Certificate;(b) Original PSA Birth Certificate of children; and(c) For Minor Children - original PSA Birth Certificate of the minor child/children and Original Affidavit of Guardianship (with certification from the DSWD where the minor is residing in case the guardian is not the natural parent)11. If the deceased is single:<ol style="list-style-type: none">(a) Original PSA Marriage Certificate of insured;(b) Original PSA Marriage Certificate of parents; and(c) Original PSA Birth Certificate of the sibling/s if declared as beneficiary.12. Two (2) valid IDs of the beneficiaries/payees13. Travel documents if the accident occurred while claimant was on travel14. Other documents that may be required

**II. Medical
Reimbursement
Claim**

1. Original endorsement of claim by the claimant's division superintendent
2. Original medical certificate
3. Original official receipts for medical expenses incurred
4. Original doctor's prescription (for over-the-counter medicines);
5. Photos of bodily injuries – photo may be taken once the assured is out of danger and/or immediately after being treated;
6. Vaccination schedule (if injury is caused by animal bite/scratch)
7. Statement of account, if applicable
8. Hospital records (clinical abstract, laboratory, x-ray, CT scan results);
9. For vehicular accident: original police/traffic investigation report
10. For non-vehicular accident:
 - (a) Original affidavit on the circumstances of the accident (notarized) with attached photocopy of the valid ID with signature and picture
 - (b) Original affidavit of two (2) disinterested witness (notarized) with attached photocopy of valid ID with signature and picture
11. Travel document if accident occurred while claimant was on travel