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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

January 5, 2026

Division Memorandum

No. 0010, s. 2026

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

To: **Assistant Schools Division Superintendent**
All Division Personnel
All Concerned

1. Attached is DepEd Regional Office XI Memorandum No. AD-2025-180, dated December 19, 2025 re: Dissemination of the Memorandum on the Filing of Claims under the Group Personal Accident Insurance (GPAI) Policy. Contents of which are self-explanatory.
2. For widest and immediate dissemination.


JINKY B. FIRMAN, Ph.D, CESO VI
Schools Division Superintendent

Enclosed: as stated
OSDS/ncm

RELEASED

JAN 9 2026

RECORDS SECTION SDO PANABO CITY

BY: 



Address: City Hall Compound, Km 31, JP Laurel,
Panabo City, Davao del Norte
Telephone No: (084) 823-1469, (084) 628-4066
Email: panabocity.division@deped.gov.ph
Website: www.depedpanabocity.com

RS. 120323



Republic of the Philippines
Department of Education
DAVAO REGION

December 19, 2025

REGIONAL MEMORANDUM
AD-2025-180

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

To: Assistant Regional Director
Schools Division Superintendents
Chief Administrative Officer – AD and FD

1. Herewith is the Memorandum dated November 18, 2025 from Atty. Edson Byron K. Sy, Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Finance, relative to the filing of claims under the Group Personal Accident Insurance (GPAI) Policy, contents of which are self-explanatory.
2. For immediate dissemination and strict compliance.

REBONFAMIL R. BAGUIO

Director III

Officer-In-Charge

DEPARTMENT OF EDUCATION REGION 11
RECORDS SECTION
Office of the Regional Director *bt*

RELEASED

Encl.: As stated

ROA6/PS/jlj

By: *[Signature]* Date: *Dec. 19, 2025*
120323



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedoxi.ph





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

MEMORANDUM

OASF-2025-911

16 NOVEMBER 2025

10 DEC 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: usoc.finance@deped.gov.ph

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



Financial Center, Pasay City, Metro Manila, 1308



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GSIS Official
gsiscare@gsis.gov.ph



8847 4747
1-800-8847-4747 (Globe/TM)
1-800-10-88474747 (Smart/ToT/5net)