

2. Processing of GSIS Loan Confirmation

The Agency Authorized Officer (AAO) is the official representative of the agency who not only approves loans such as Consolidated loan, Emergency Loan & Policy loan, but also serves as a partner of GSIS in the timely submission of updated information of the agency employees.

Office or Division	Provincial Human Resource Management Office- Compensation and Benefits Division			
Classification	Simple			
Type of Transaction	G2G- Government to Government Employee			
Who may avail:	Permanent, Co- Terminous and Casual employees of Provincial Government of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Loan Confirmation form (1 Original)		PHRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and sign request form and give it to Compensation and Benefits Division- Payroll Section	1. Received and review the submitted request form to verify Net Pay and Leave Balances	None	1 minute	<i>Admin. Officer</i> PHRMO- CBD
2. Wait while documents are being processed/ confirmed	2. Endorse verified request form to Agency Authorized Officer (AAO) for loan confirmation. 2.1 AAO will decide to confirm/deny loan application thru GSIS website. If denied, employee will be notified immediately.	None	3 days	<i>Admin. Officer / AAO</i> PHRMO-CBD
TOTAL:		None	1 Minute and 3 Days	