

**REQUEST FOR CERTIFICATE OF REMITTANCE TO GSIS PAG-IBIG & PHILHEALTH CONTRIBUTIONS AND
LOAN REMITTANCES**

AVAILABILITY OF SERVICE: Monday-Friday 7:00 AM-6:00 PM

-Who May Avail of the Service?

Teaching and non-teaching personnel under RPSU Payroll

-What are the requirements?

- 1. Philhealth ID (for Philhealth Contributions)**
- 2. School ID (for other contributions)**

PROCEDURE :

STEP	APPLICANT/CLIENT	SERVICE PROVIDED	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Fill up application form and surrender ID for verification		5 Minutes	Admin Asst./ Authorized Employee
2		Verify the information on the application with the data on the system	2 Minutes	Admin Asst./ Authorized Employee
3		Print the Certificate of Remittance	1 Minute	Admin Asst./ Authorized Employee
4		Sign the Certificate of Remittance		Chief Admin. Officer/ Authorized Signatory

REQUEST FOR STOPPAGE/ DEDUCTION OF LOANS AND/OR INSURANCE PREMIUMS

AVAILABILITY OF SERVICE: Monday-Friday 7:00 AM-6:00 PM

-Who May Avail of the Service?

Teaching and non-teaching personnel under RPSU Payroll

-What are the requirements?

1. FOR STOPPAGE:

- a. Photocopy of pay slip (indicating the item to be stopped)
- b. Certificate of Full Payment of Loan
- c. Stoppage Letter from Lending Institution (in absence of Certificate of Full Payment)

2. FOR DEDUCTION (FOR GOVERNMENT LOANS ONLY):

- a. Statement of Updated Loan Details

STEP	APPLICANT/CLIENT	SERVICE PROVIDED	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Fill up Stoppage form with the appropriate requirements attached		5 Minutes	
2		Verify the information on the stoppage form and check the completeness of the attachments	2 Minutes	Admin Asst./ Authorized Employee
3	Log name and transaction on the Stoppage/Deduction log book		1 Minute	
4		Forward to Encoder assigned per Division		Admin Asst./ Authorized Employee
5		Log-in to System and stop/deduct item on the system		Encoder assigned per division