

PROCEDURE IN PROCESSING APPLICATION FOR GSIS LOAN

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	PROCESS LOAN APPLICATION VIA G-W@PS KIOSK	Go to GSIS Kiosk Place the UMID Card in the kiosk card reader to choose for your desired loan <i>(MPL, Emergency Loan, Consolidated Loan, Computer Loan)</i> Complete the process as required/stated in Kiosk <i>(must be able to click "FINISH")</i>	Loan Applicant	UMID Card
2	CHECKING OF REQUEST/S ONLINE	Loan applications will reflect in the GSIS System accessed by the Agency's Authorized Officer (AAO)	LANI	
3	CLEARANCE	HRMS will request clearance from IAS and FMS for the personnel applying for loans		HRMS Clearance form for GSIS Loan
4	PROCESSING OF LOAN APPLICATION	If cleared, the AAO will approve the loan application in the system <i>Qualifications:</i> 1. Active GSIS members, not on leave of absence without pay or suspension 2. No admin/criminal case 3. Personnel must have 5,000 net take home pay upon approval of loan		

3	APPROVAL OF LOAN APPLICATION	The GSIS shall approves/disapproves the loan applications. If approved, the loan amount will be credited to the UMID bank account of the borrower <i>(three to five working days)</i>	GSIS	
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HRMS Local : 128, 140

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