

[GSIS Resolution No. 59, April 30, 2015]

**APPROVAL OF THE POLICY AND PROCEDURAL GUIDELINES ON
CONSTRUCTIVE FILING OF APPLICATION FOR SEPARATION
BENEFITS**

*Adopted: 30 April 2015
Date Filed: 08 June 2015*

WHEREAS, on 23 October 2014, the Board, through Resolution No. 157, approved the Amended Policy and Procedural Guidelines on Constructive Filing of Retirement Claims (PPG No. 271-14);

WHEREAS PPG No. 271-14 does not cover applications for separation benefits;

WHEREAS, the adoption of a policy on constructive filing of application for separation benefits will facilitate the processing of corresponding benefits due to separating members who died prior to the approval of their application for separation benefits;

RESOLVED, to **APPROVE** and **CONFIRM** the Policy and Procedural Guidelines on Constructive Filing of Application for Separation Benefits, as proposed by the Senior Vice President, Corporate Services Group and Corporate Planning Office, in her Memorandum dated 27 March 2015.

A copy of the PPG on Constructive Filing of Application for Separation Benefits is made an integral part of this Resolution

Certified Correct:

(SGD) ATTY. MARIA THERESA ABESAMIS-RAAGAS
Corporate Secretary

Confirmed:

(SGD) ROBERT G. VERGARA
Vice Chairman

(SGD) KARINA
CONSTANTINO-DAVID
Trustee

(SGD) GREGORIO T. YU
Trustee

(SGD) ROMAN FELIPE S.
REYES
Trustee

(SGD) MARIO J. AGUJA
Trustee

(SGD) ELISEA G. GOZUN
Trustee

(SGD) ROMEO M. ALIP

(SGD) GERALDINE MARIE

Attachment:

Policy and Procedural Guidelines No. 283-15

Constructive Filing of Application for Separation Benefits

I. BACKGROUND/RATIONALE

On 01 December 2014, the Board approved Policy and Procedural Guidelines (PPG) No. 271-14 (Amended Guidelines on Constructive Filing of Retirement Claims) which superseded PPG 225-13 (Constructive Filing of Retirement) and supplemented PPG 216-12 (Guidelines for PTD Claims under RA 8291).

However, there had been cases where endorsement of application for separation benefits by an agency to GSIS is made after the occurrence of death of the separating member which resulted in the disapproval of claim applications by GSIS to the detriment of the member.

The adoption of a policy on constructive filing of application for separation benefits shall provide guidelines for all Operating Units Concerned (OUCs) in the processing and settlement of such claims.

It shall facilitate the provision of the said benefit due for such members who died prior to the endorsement of their application for separation benefits by their agency to GSIS. It shall likewise establish and maintain responsibility and accountability among all government agencies in handling all applications for separation benefits.

II. OBJECTIVES

- A. To provide policies and procedures in the processing and settlement of all applications for separation benefits of members who died prior to the approval of such application; and
- B. To establish and maintain responsibility and accountability among all government agencies in handling all applications for separation benefits.

III. POLICIES

A. Coverage

Constructive Filing is an assumption that an application for benefits of a deceased member is deemed filed with the System provided such application is actually filed with the member's agency prior to his or her

death.

This PPG shall only cover applications for separation benefits.

B. Conditions for Entitlement

Constructive filing shall be assumed in application for separation benefits which remain to be in the possession of the member's agency even after the occurrence of his or her death provided that:

1. Actual filing of such application was done prior to the member's death.
2. The following documents are submitted to establish the date of actual filing of the application with the agency:
 - a. Original copy of the member's letter of separation from the agency or equivalent document with acknowledgment receipt by the agency's Human Resources (HR) officer; and
 - b. Original copy of sworn statement disclosing the actual date of filing of application for separation benefits with the agency, to be executed by the Head of the HR Unit or Department.
3. The application for separation benefits shall be endorsed to the System not more than thirty (30) days from date of filing of the application by the member with the agency. However, if the application for separation benefits was endorsed to GSIS beyond thirty (30) days, a notarized explanation or affidavit shall be executed by the HR officer and concerned officials stating the reason for the delay in filing.

C. Disqualification to Constructive Filing

The separating member shall not qualify under constructive filing if he or she died prior to the effective date of separation from the government service. The member shall be considered an active member at the time of his or her death.

IV. INFORMATION DISSEMINATION

The Corporate Communications Office (CCO) shall prepare the necessary information materials to disseminate this PPG and its implementation to all GSIS executives, employees, members and government agencies.

V. PROCEDURAL GUIDELINES

The detailed procedures to be included in the Manual of Operations of the OUC shall adhere to the following general guidelines:

Activity	Responsible
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