



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

CIRCULAR NO. 41-98

TO : All Officials and Employees of the Office of the Court Administrator  
and All Judges and Employees, Lower Courts

SUBJECT : Filing of GSIS Salary and Policy Loan Applications

Quoted hereunder is a letter dated August 28, 1998 of Mr. Maximino A. Espejo, Manager, Social Insurance Department I, Government Service Insurance System (GSIS), for the information and guidance of all concerned:

“ August 28, 1998

“The Court Administrator  
Supreme Court of the Philippines  
Manila

“Thru: Mrs. Ma. Corazon M. Molo  
Officer-In-Charge  
Administrative Services Office

“Madam:

“In view of numerous letters received by our Office regarding lost GSIS Policy Contract/Certificate of Membership, may we invite your attention and cooperation to please inform all Court employees who are GSIS members that effective September 1, 1998, pursuant to Memo Circular from the Sr. Vice President, Social Insurance Group, GSIS policyholders/members can now file their Salary and Policy Loan application even **without** attaching their Policy Contract/Certificate of Membership.

“Matter is submitted for your information.

“Very truly yours,

“(SGD.)MAXIMINO A. ESPEJO  
Manager”

Please be guided accordingly.

September 3, 1998

ALFREDO L. BENIPAYO  
Court Administrator