

PREMIUM-BASED POLICY AND OPERATIONS MANUAL

GSIS RESOLUTION NO. 221, September 17, 2003

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RESOLVED, to APPROVE the Premium-Based Policy and Operations Manual, subject to the suggestions of the Board, as follows:

- a) That the change in policy must be accompanied by a massive information campaign considering that a lot of government employees would be adversely affected. This should not be a one shot deal but a continuing effort to sustain a clear and comprehensive program.
- b) That the Program remains an active issue to study as new questions continue to crop up.
- c) To undertake an actuarial study regarding policy questions such as whether or not the GSIS should accept payment of back premiums from a member who is still in the service as regular employee say for 10 years, and not a regular employee 10 years previous to that. To report immediately to the Board their findings and recommendations to whatever policy questions may crop up later.
- d) To check on the legal aspect of the Program because it was only during the enactment of the GSIS Act of 1997 (RA 8291) that casual or contractual employees were allowed to become members. To check whether this provision will be allowed to retroact.
- e) Having realized how sensitive the work involved in the posting and updating of records is, this job should be entrusted only to people who are really trained to do the job; this job should not be entrusted to people who are not permanent (contractuals) to pinpoint accountability.
- f) With regard to the records of the members, craft policy recommendations including the level of authority authorized to reveal or give out information to ensure absolute confidentiality is maintained and penalties are imposed on those who breach the same.

The Manual is an essential segment in the operationalization of the new GSIS Corporate Direction, the Premium-Based Policy. It is the basic reference material that standardizes the interpretation of policies and procedural guidelines of the much-needed strategic philosophy.

A copy of the Premium-Based Policy and Operations Manual forms part of the briefing materials that were attached to the Agenda Folder for Board Meeting No. 18, as Item No. 4.11.

RESOLVED FINALLY, to DIRECT the Vice President (Public Affairs) to cause the publication of the Premium-Based Policy and Operations Manual in the Official Gazette and in newspapers of general circulation.

Adopted: 17 Sept. 2003 (Board Meeting No. 18)

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