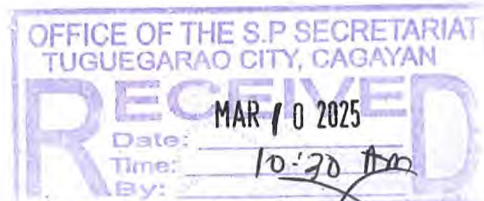




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com



OFFICE OF THE CITY MAYOR

07 March 2025

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and Government Service Insurance System (GSIS) relative to the provision of a temporary GSIS Service Desk, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- City Legal Office



MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is made and executed, by and between:

The **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**, a social insurance institution created under Commonwealth Act No. 186, as amended and operating under its present Charter, Republic Act (R.A.) No. 8291, otherwise known as the "GSIS Act of 1997", with principal office address located at the GSIS Headquarters Building, Financial Center, Pasay City, herein represented by **LEILANI MARIANA G. CASTELO**, Branch Manager, hereinafter referred to as the "**GSIS**";

- and -

The **CITY GOVERNMENT OF TUGUEGARAO**, a government institution duly organized and existing under the laws of the Philippines, with principal office at Carig Sur, Tuguegarao City, Cagayan, herein represented by **MAILA ROSARIO S. TING-QUE**, City Mayor, herein referred to as the "**City of Government of Tuguegarao**",

RECITALS

WHEREAS:

1. The **GSIS** has a Business Continuity Plan (BCP) as part of its disaster preparedness and risk mitigation in the event of a major disruption (fire, earthquake, flooding, utilities breakdown, etc.) which affects the operations of the **GSIS** office and hinders it from performing its functions in its current location.
2. The **GSIS Tuguegarao Branch** has identified **City Government of Tuguegarao** as a possible alternate site where it can set up a temporary GSIS Service Desk to receive applications for claims and loans from **GSIS** members until the **GSIS** is able to return to its own office or set up a new location.
3. The **City Government of Tuguegarao** is willing to provide a specific area inside its premises to be used as a **temporary GSIS Service Desk** for the benefit of its members in case a disaster or disruptive event (fire, earthquake, flooding, utilities breakdown, etc.) strikes affecting the operations of the **GSIS Tuguegarao Branch Office**.

NOW, THEREFORE, for and in consideration of the foregoing, the parties agree as follows:

1. **Term.** The term of this MOA shall be for the duration of the disaster or disruptive business continuity mode or the duration of the disruptive state.
2. **Responsibility of the City Government of Tuguegarao.**
 - 2.1 Provide a specific area inside the premises to serve as the temporary GSIS Service Desk which is accessible and safe.
 - 2.2 Provide appropriate utilities such as power consumption for the temporary GSIS Service Desk

3. Responsibilities of GSIS

- 3.1 Assign and maintain suitable and responsible employees to carry out the needed services during the business continuity period. The GSIS shall provide the **City Government of Tuguegarao** the names of the GSIS employees who will be assigned to man the temporary **GSIS** Service Desk.
- 3.2 The **GSIS** shall provide frontline services such as but not limited to the following:
 - a. Attend to queries from members and/ or agencies regarding their Membership Service Profile (MSP), claim and loan application/s with **GSIS**;
 - b. Receive claims and loans applications and member's request forms;
- 3.3 Upon the termination of this **MOA, GSIS Tuguegarao Branch Office** shall return the **Premises** and fixtures in as good condition, as that in which they were actually found at the beginning of the **MOA**;

4. **Indemnification.** The **GSIS** understands and acknowledges that the services it will offer to its members shall be transactions that are exclusively between **GSIS** and the members availing of its services. Thus, all attendant responsibilities and liabilities relating to the services shall be the sole burden and responsibility of **GSIS Tuguegarao Branch**. The **City Government of Tuguegarao** or any of its officers and employees shall not be responsible for any damage, injury, error or any complaint, in connection with the performance by **GSIS Tuguegarao Branch** employees at its temporary Service Desk.

IN WITNESS WHEREOF, the parties hereunto affixed their signatures this _____ day of _____, 2025 at Tuguegarao City, Cagayan.

**CITY GOVERNMENT OF
TUGUEGARAO**

**GOVERNMENT SERVICE
INSURANCE SYSTEM
Tuguegarao Branch Office**

By:

By:

MAILA ROSARIO S. TING-QUE
City Mayor


LEILANI MARIANA G. CASTELO
Branch Manager

SIGNED IN THE PRESENCE OF


JESSE RICHIE D. ADARME

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) s.s.

NAME	Valid ID	Date/ Place of Issue
MAILA ROSARIO S. TING-QUE		Tuguegarao City, Cagayan
LEILANI MARIANA G. CASTELO	GSIS ID No. 010325	Pasay City

BEFORE ME, a Notary Public for and in _____, personally appeared on this _____ day of _____, 2025. known to me and to me known to be the same persons who executed this *Memorandum of Agreement* and acknowledge to me that the same is their free and voluntary act and deed and that of the government agency and corporation they represent.

This instrument refers to a Memorandum of Agreement and consists of three (3) pages including the last page where the Acknowledgement is written, signed by the parties and their witnesses on each and every page thereof, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at place and date above-mentioned.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.