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22 March 2017

MEMORANDUM NO. JFA 2017-057

Received: OVCAA  
BY: *[Signature]*  
DATE: 22 MAR 2017  
NO.:

FOR: Deans and Heads of Academic Units  
Associate Deans for Student Affairs  
College Secretaries  
Student Affairs Coordinators

COPY FOR: OPA

FROM: *[Signature]*  
Prof. Verwin F. Agpaba  
Vice Chancellor for Student Affairs

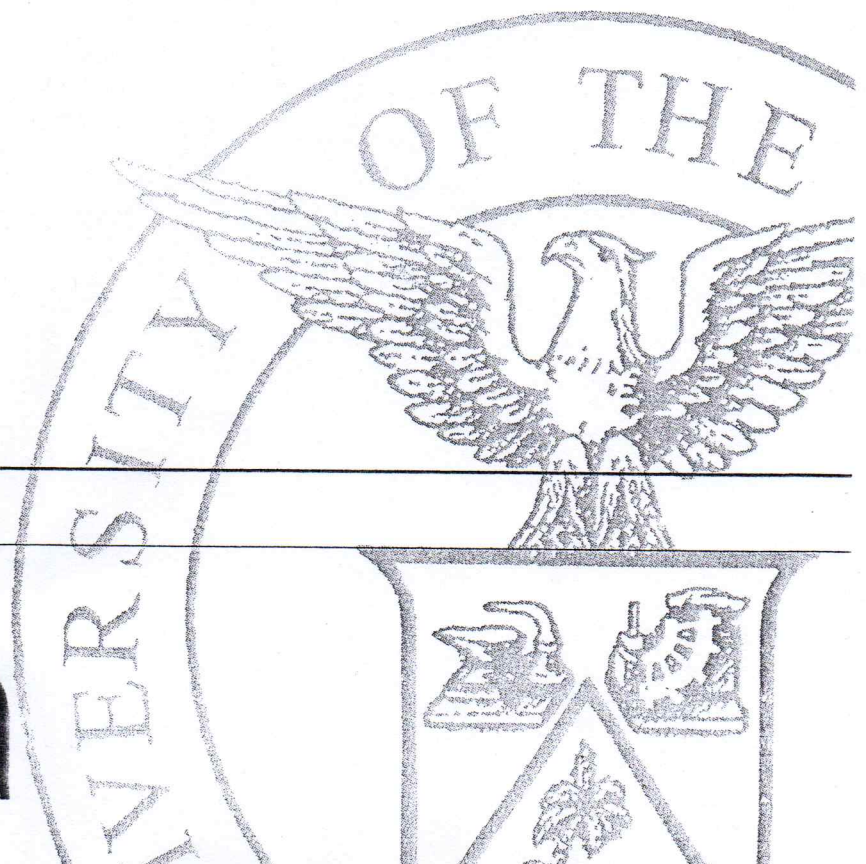
SUBJECT: Student Insurance Briefer

We would like to enjoin everyone to disseminate the attached Student Insurance Briefer to all students and other stakeholders. For the welfare of the students, UP Diliman procured a Group Policy Insurance for all students (including the UP Integrated School) and the UP Diliman Extension Program in Pampanga, who are officially registered in the first and second semesters of AY 2016-2017.

Thank you for your usual support and cooperation.

cc: Chancellor Michael L. Tan  
OVCRD  
OVCA  
OVCAA  
OVCCA  
OVCSA Sub-Units  
USC Chairperson Christian Bryle C. Leño

OVCSA



## UNIVERSITY OF THE PHILIPPINES STUDENT INSURANCE PROGRAM BRIEFER

All officially registered students of UP Diliman (including the UP Integrated School) and the UP Diliman Extension Program in Pampanga are insured under the GSIS Personal Accident/Group Personal Accident Insurance.

### DETAILS OF COVERAGE

Insured students shall be entitled to the following benefits:

Accidental Death/Dismemberment	: Php 200,000.00/person
Medical Reimbursement	: Php 20,000.00/person
Bereavement Assistance	: Php 10,000.00/person

### PROCEDURE FOR CLAIMS

1. The accident/death/dismemberment should be reported to the Office of Scholarships and Student Services (OSSS) located at Room 305, 2F, Vinzons Hall, UP Diliman within 180 days after the date of the accident.
2. The claimant/representative will be asked to fill out a Claims Form and submit the following documents to the OSSS.

MEDICAL REIMBURSEMENT	ACCIDENTAL DEATH/DISMEMBERMENT/MEDICAL REIMBURSEMENT/BEREAVEMENT ASSISTANCE
1. Statement of Account (if hospitalized)	1. Service record/certificate of employment prior to death
2. Hospital Records, Clinical Abstract/Laboratory/X-ray Results	2. Extrajudicial affidavit and waiver of rights
3. Original Medical Certificate	3. Police/traffic investigation report
4. Original official receipts for medical expenses incurred	4. Original Death Certificate certified by PSA
5. Doctor's prescription	5. Autopsy report, if any
6. Photos of bodily injuries/incident	6. Statement of account, if hospitalized
7. If accident is <b>NOT</b> vehicular: a. Notarized affidavit on the circumstances of the accident with attached photocopy of valid ID (with signature and picture) b. Notarized affidavit of 2 disinterested witnesses with attached photocopy of valid ID (with signature and picture)	7. Hospital/Clinical/Laboratory Records
8. If accident is vehicular: Original copy of police/traffic investigation report with attached photocopy of valid ID (with signature and picture)	8. Original official receipts for medical expenses incurred
	9. Affidavit of guardianship
	10. Photos of bodily injuries/incident
	11. If deceased if married: a. Marriage certificate certified by PSA b. If designated beneficiaries are minor children: Birth Certificate of minors certified by PSA
	12. If deceased is single: a. Birth Certificate of Insured certified by PSA b. Marriage Certificate of Parents certified by PSA

### CONTACT PERSON

For inquiries/reports, please contact:

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 University of the Philippines Diliman  
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