



OFFICE ORDER No. 514-20

**Subject: AMENDED GUIDELINES ON THE COMPUTATION OF THE AVERAGE MONTHLY COMPENSATION (AMC)**

To ensure that the AMC is accurately computed, with Period with Paid Premiums (PPP) completely accounted, the following guidelines are hereby issued:

**A. Computation of AMC**

The computation of AMC shall include the last 36 months of service with PPP, to be determined by counting backwards from the day prior to date of separation/retirement/disability/death to the day completing 36 months with PPP.

For this purpose, the following requirements must be present:

1. There must be actual service rendered; *and*
2. There must be payment of premiums, whether partial or full.

Agencies shall be required to remit the corresponding premium contributions of a retiring/separating member for latter's last month in service.

For disability and unemployment benefits, if the length of service is less than 36 months, computation of AMC shall only be based on the number of months with actual service rendered and premium payments, whether partial or full.

**B. Data Privacy Clause**

The Operating Units Concerned shall ensure that the creation and collection, storage and transmittal, use and distribution, retention, as well as disposal and destruction of the personal and sensitive personal data of members, pensioners and other stakeholders, as required by the OO, adhere to the requirements of the Data Privacy Act.

**C. System Requirements**

The Information Technology Services Group shall provide the necessary computer services support and automation enhancements that will efficiently and effectively implement this OO. For this purpose, the OUCs shall submit the consolidated user requirements as basis for establishing the systems requirements and timeline for the completion thereof.

CERTIFIED TRUE COPY

  
M.A. RUTH ALMIRA G. VASQUEZ  
Records Officer  
Office of the Corporate Secretary  
21 December 2020

#### D. Information Dissemination

The Corporate Communications Office shall prepare the necessary information materials for the dissemination of this OO.

A Memorandum Circular (**Annex**) shall be issued to inform the members of the policies herein set forth.

#### E. Repealing Clause

This Office Order shall supersede Section 2 (*Computation of the AMC*) of Office Order No. 52-08.

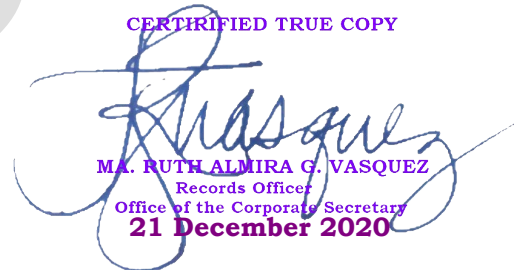
Other minor formal amendments and/or revisions that pertain to style, language or numbering and which do not relate to the substance of this OO are herein amended accordingly.

This shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

**ORIGINAL SIGNED**  
**ROLANDO L. MACASAET**  
President and General Manager

Date Signed: DEC 16 2020

CERTIFIED TRUE COPY

  
**M.A. RUTH ALMIRA G. VASQUEZ**  
Records Officer  
Office of the Corporate Secretary  
**21 December 2020**



**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN**  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
Financial Center, Pasay City, Metro Manila 1308

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**GSIS Memorandum Circular No. 023 Series of 2020**

**TO :** HEADS OF CONSTITUTIONAL BODIES; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT OWNED OR CONTROLLED CORP.; STATE UNIVERSITIES AND COLLEGES; AND ALL OTHERS CONCERNED

**SUBJECT :** AMENDED GUIDELINES ON THE COMPUTATION OF THE AVERAGE MONTHLY COMPENSATION (AMC)

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Pursuant to Office Order No. 514-20 dated 16 December 2020 on the Amended Guidelines on the Computation of the Average Monthly Compensation, the GSIS approved the following:

- A. The computation of AMC shall include the last 36 months of service with PPP (Periods with Paid Premiums), to be determined by counting backwards from the day prior to date of separation/retirement/disability/death to the day completing 36 months with PPP.
- B. For this purpose, the following requirements must be present:
  1. There must be actual service rendered; *and*
  2. There must be payment of premiums, whether partial or full.
- C. Agencies shall be required to remit the corresponding premium contributions of a retiring/separating member for latter's last month in service.
- D. For disability and unemployment benefits, if the length of service is less than 36 months, computation of AMC shall only be based on the number of months with actual service rendered and premium payments, whether partial or full.

Please be guided accordingly.

**ORIGINAL SIGNED**  
**ROLANDO L. MACASAET**  
*President and General Manager*

Date Signed DEC 16 2020

CERTIFIED TRUE COPY

**M.A. RUTH ALMIRA G. VASQUEZ**  
Records Officer  
Office of the Corporate Secretary  
**21 December 2020**