

## DOCUMENTS TO BE SUBMITTED TO SUPPORT CLAIMS FOR PROCEEDS OF POLICIES THAT MATURED OR ARE SURRENDERED FOR CASH VALUE

1. Insurance policy including supplementary policies thereto, if any. If lost or destroyed, a certificate to that effect should be submitted.
  2. A certificate from the Chief or Superior Officer of the insured stating:
    - a. Whether or not the insured continued in the active service up to or immediately prior to enemy occupation. If not, the effective date and nature of his separation from the service should be stated. For teachers, the status as of that date, whether permanent, temporary, or substitute, should be stated.
    - b. Whether or not he was reinstated after liberation. If reinstated, the date of such reinstatement and status (whether permanent, temporary, or substitute) as well as rate of compensation should be stated.
    - c. Inclusive periods during which the insured was out of the service or otherwise on leave of absence without pay since November 1, 1936. **FOR A TEMPORARY TEACHER, THE EFFECTIVE DATE AND EXPIRATION OF EACH TEMPORARY APPOINTMENT SHOULD BE STATED.**
    - d. Inclusive periods of service rendered in different offices and municipalities since his insurance policy took effect.
  3. True copies of all approved appointments involving changes in designation, assignments, and salary (decrease or increase) received since May 31, 1937, invariably certified, **NOT BY THE INSURED**, but by the Chief of the Records of his Office or by any of his Chief or Superiors. If the Office concerned cannot furnish true copies of these appointments, a copy of the service record of the insured certified by the Bureau of Civil Service should be submitted.
  4. Separation papers of the insured (if already separated from the service), showing the effective date and cause of such separation, whether by resignation, dismissal, or otherwise.
  5. A certificate from the Bureau of Civil Service showing the date of birth of the insured, or his birth or baptismal certificate issued by the local Civil Registrar or Parish Priest. No other alternative document regarding the date of birth is acceptable for audit purposes.
- A CLAIM IS NOT INCLUDED IN THE SCHEDULE OF PAYMENT EVEN IF ONLY ONE OF THE ABOVE REQUIREMENTS IS NOT RECEIVED.**
- IMPORTANT:**
- If the insured, while in the service as a civilian employee, was called to active military duty, he should also submit a certificate from the Headquarters, Armed Forces of the Philippines, or from his former Commanding Officer, or any other qualified officer, stating:
1. The date he was so called to active duty and actually rendered military service.
  2. Whether or not he was in the active

service on December 31, 1941.

3. The date he was processed after liberation.
4. Effective date and cause of his discharge or reversion to inactive status.

DOCUMENTS NEEDED FOR THE  
PAYMENT OF THE LIFE INSURANCE  
OF DECEASED MEMBERS OF  
THE GSIS

The following papers are necessary in order that payment of the life insurance of a deceased member of the Government Insurance Service System may be made.

- Birth certificate of the Insured \*
- Death certificate of the Insured \*
- Marriage certificate of the Insured \*
- Birth certificates of the beneficiaries \*
- Death certificates of the beneficiaries \*

Policy (a)

- Proofs of Death, Parts I and II (b)
- Statement of service from the Bureau of Civil Service
- Statement of service from the Bu-

- reau or Office concerned
- Appointment of legal guardian (c)
- Appointment of administrator (d)
- Indemnity Bond for Payment of Insurance Claim (e)

\* If not available, affidavits by two responsible persons may be submitted instead. (Accompanied by statements from the Civil Registrar and local parochial priest that no record is on file with their offices.)

(a) Affidavit of loss or destruction in lieu of lost policy may be submitted.

(b) To be sworn to before any person authorized to administer oaths and a 30-centavo documentary stamp should be affixed on Part II.

(c) Required when the beneficiary is a minor.

(d) Required when there is no beneficiary or when the beneficiary is the Estate.

(e) Required when the fact of death of the insured cannot be established beyond reasonable doubt or when there are no eyewitnesses to the death of the insured.



"US" . . . (Continued from opposite page)

suddenly like him because of a gentleness that I never saw as a student but now I see as his equal. This teacher I feared; once he shouted at me on the schoolground; now he is like an eager brother, eager, useful, lovable in his own officious way, bossy to his equal, still harsh to students, but magically nice to me now that I am no longer a high-school child led by curiosity to explore forbidden territory.

They warned me about embroiling myself in politics: I paid my respects to the governor of the province and found him to be one of the most immediately likable of men. They warned me that the Speaker is suspicious of the politics of my family, that I should watch my steps: I went to see him and drank his coca-cola, and I found him as human as everybody else — in fact, so human that I can expect him to expect humanity from me but that I can also expect human understanding from him. And the Director — he is a man with also his fears and hopes and anxieties and aspirations; he had such a touching faith in me, and he sends me out expecting me to do better than I really can. What shall I do? I can only have faith that he is human enough to understand if I can do only so much and no more. And this man, under whom I receive apprenticeship, whom I knew only as a name two weeks ago, he is shaping into a warm human being, with vastly wider experience than I have, wider knowledge in school administration, energetic, harsh with theorizers and impractical dreamers, a man who has his own little weaknesses and grand virtues that make him sail so smoothly in the high winds and cross currents of this province — what will he do with me to shape me? and will I be shaped or will I be stubborn in my own inclinations and mar a teamwork

that in so short a time has become a source of wonder even to me? I can see that he is too big to be jealous, too sure to be suspicious, too trusting to withhold authority. But he is watchful, and he does not hesitate to check when the little one stretches out a finger to touch a shining, whirling object that may be an electric fan, and slowly, insistently builds up the eager apprentice. He takes the trouble to get US introduced to the province by making US guest speaker at this and that, he exerts effort to have US accepted — he is at once an elder brother, a teacher, a friend, and a boss. He may well prove to be one of the blessings of our life.

And already he and I are finding ideas and ideals in common. He, too, believes in the teacher, in the PPSTA, in the *Philippine Educator*, in organization for strength to serve, in common promotion of public welfare. Already the first issue of a magazine for three thousand teachers is in the making. Already the itinerary of an extended exploration-pleasure-trip-visitation over the shore towns and hinterlands of Pangasinan are ripening with anticipation. US read through last year's division memorandums, and there he was (though a G.I. like me) devoting more than usual space to the National Language. He is a little bit suspicious of our habit of reading at three o'clock a. m., for he knows at least a couple of superintendents who know books but not the administration of a division, know theories but not local conditions and the well-meant "stupidities" of the great mass of not so bookish teachers. And at the convention of superintendents in Baguio, he spoke little, but in the few times he stood up, it was to pour venom upon those who talked much about so little. This is my boss. He is serv-

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