

## 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

- 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 **60 days** after the date of the accident.
- The claimant/representative will be asked to fill out a Claims Form and submit the following documents to the OSSS.

MEDICAL REIMBURSEMENT	ACCIDENTAL DEATH/DISEMBEUREMENT/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:

**Ms. Charisma Faith L. Velasco**

Office of Scholarships and Student Services

Room 305, Vinzons Hall

University of the Philippines Diliman

Telephone: (02) 981-8500 local 4504 / Email: stfap@upd.edu.ph