



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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SUPPLY AND PROPERTY MANAGEMENT OFFICE

SPMO, UPLB ADVISORY No. 2024-004

DATE: November 11, 2024

TO: **ALL CONCERNED**

SUBJECT: **INSURANCE CLAIMS ON DAMAGED UPLB PROPERTIES**

All government agencies with properties insured with the Government Service Insurance System (GSIS) which were damaged due to typhoon Kristine are advised to immediately notify GSIS through:

GSIS Laguna Branch
Brgy. Binan, Pagsanjan Laguna
(049) 501 6955
gsislaguna@gsis.gov.ph

Please be informed that we are only given sixty (60) calendar days from the date of incident to submit the notice of insurance claim and other pertinent documents for processing.

For more information kindly refer to *GSIS advisory at their official website*. For assistance, contact the Supply and Property Management Office at (0918)-985-2293.