



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

MEMORANDUM

No. 033, s. 2023

**REQUEST FROM AIA PHILIPPINES LIFE AND GENERAL INSURANCE COMPANY
FOR ASSISTANCE TO INFORM THE PHILAMLIFE MEMBERS TO PAY THEIR
MONTHLY PREMIUMS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/ OICs
Administrative Officer V
All Others Concerned

1. Attached is Memorandum OUF-2022-0372 dated July 25, 2022, on the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate dissemination of this memorandum is desired.


CARLEEN S. SEDILLA CESO V
School Division Superintendent

Enclosure: As stated

References: Memorandum (OUF-2022-0372)
Memorandum (OUF-2022-0338)

To be indicated in the Perpetual Index
under the following subjects:

CONTRIBUTIONS
SALARY
SERVICES

JBV/ REQUEST FROM AIA PHILIPPINES LIFE AND GENERAL INSURANCE COMPANY FOR ASSISTANCE TO INFORM THE PHILAMLIFE MEMBERS
TO PAY THEIR MONTHLY PREMIUMS 033/January 26, 2023

NUM-2023-033



Student Center for Life Skills Bldg., Centennial Ave.,
Brgy. Tunasan, Muntinlupa City
(02) 8829 – 2308, (02) 8478 - 2846
sdo.muntinlupa@gmail.com





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2022-0372

TO : ALL DEPED REGIONAL DIRECTORS
DIRECTOR ABRAM Y.C. ABANIL, Information, and Communications
Technology Service

ATTENTION : *Chiefs, Finance, and Administrative Divisions*
Heads of Regional Payroll Services Unit (RPSU)
School Heads of Implementing Unit-Secondary School (IU-SS)

FROM : 
ANNALYN M. SEVILLA
Undersecretary

SUBJECT : REQUEST FROM AIA PHILIPPINES LIFE AND GENERAL INSURANCE
COMPANY FOR ASSISTANCE TO INFORM THE PHILAMLIFE
MEMBERS TO PAY THEIR MONTHLY PREMIUMS

DATE : July 25, 2022

This pertains to the directives from this office in Memorandum OUF-2022-0338 dated July 11, 2022, to stop the payroll deductions under APDS Code 005 (A and B) for PhilamLife, effective August 2022.

In view of the above, Mr. Rommel Rabano, Head of Policy Owner's Administration, AIA Philippines Life and General Insurance Company (AIA Phils.), in his letter dated July 11, 2022, is requesting assistance to inform PhilamLife's members from DepEd to pay their insurance premiums at the options the company has identified, to avoid lapses of payment. Thus, you are hereby instructed to disseminate the copy of the said letter to all concerned members of PhilamLife, for their appropriate action.

For compliance. Thank you.

eamd/fca



AIA Philippines Life and General
Insurance Company, Inc.
(formerly The Philippine American Life
and General Insurance Company)

16F – 18F AIA Philippines Head Office
Sh/NED, 5th Avenue cor. 26th Street
Bonifacio Global City, Taguig 1634, Philippines

(632) 8528 2000

aia.com.ph

Ms. Analyn M. Sevilla
Undersecretary
Department Of Education
Office of the Undersecretary for Finance
DEPED Complex, Meralco Avenue

July 11, 2022

SUBJECT: Letter of Request to Update contact information and other payment facilities

Dear Madam,

This is in reference to the letter from your office dated June 27, 2022, regarding disapproval of APDS re-accreditation of AIA Philippines. In line with this, may we ask again for your assistance to inform DepEd employees to kindly pay their premiums through different payment channels offered by our company.

They may settle their premium payment through different payment channels: over the counter, payment centers, bank facilities, e-wallet, or pay through AIA website. For detailed steps please see next page of this letter or they may visit <https://www.aia.com.ph/en/help-support/payment-facilities.html>.

To ensure that we also have the correct contact information on record, please advise DepEd employees to update their details through customer service channels or update it through our website <https://www.aia.com.ph/en/help-support/contact-info-update.html#get-in-touch>.

For any concerns regarding this request, please contact us through PHI.worksite.support@aia.com.

Our customer service channels are also available for further queries on updating contact information and payment facilities.

Email: CUSTOMERSERVICE.PH@AIA.COM

Landline: (02) 8528-2000 OR VIA PLDT TOLL FREE 1800-10-5282000

Chat: Aya of AIA Philippines in FB Messenger <https://m.me/AyaofAIAPhilippines>

Thank you very much for your time and consideration.

Regards,

Rommel Rabano

Head of Policyowner's Administration



AIA Philippines Life and General Insurance Company, Inc.
(formerly The Philippine American Life and General Insurance Company)

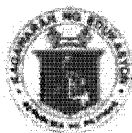
16F – 18F AIA Philippines Head Office
Six/NEO, 5th Avenue cor. 26th Street
Bonifacio Global City, Taguig 1634, Philippines

(632) 8528 2000

aia.com.ph

AIA PHILIPPINES PAYMENT CHANNELS

Pay in Cash	
Over the counter Visit any of the following branches for your premium payment. Simply fill up the bills payment form. Partner Banks: Bank of Philippine Islands BDO Unibank East West Bank Metrobank Security Bank Union Bank Philippine National Bank Sterling Bank of Asia China Bank Savings Requirement Merchant Name: AIA Philippines Life and General Insurance Company (AIA Philippines or AIAPH) Reference Number: Indicate your Policy Number Other Information: Ensure that the Bills Payment form is used for over-the-counter transactions.	Payment Centers Premium payments can be made at any Bayad Center, SM Bills Center and Mhuillier Branch. Requirement: Bring your Statement of Account to the Payment Center to pay your premium or simply indicate your policy number to the branch cashier.
Pay through Bank Facility	
Online Banking Pay online by enrolling AIA Philippines as your biller in your online banking account. Partner Banks: • Bank of the Philippine Islands • BDO Unibank Inc • Union Bank • Metrobank • Philippine National Bank • All Bancnet Members	Auto-Debit and Auto Charge Arrangement For detailed steps please visit AIA PH Website https://www.aia.com.ph/en/help-support/payment-facilities.html
Pay through E-Wallet	
Pay online by enrolling AIA Philippines as a biller in your G-Cash, PayMaya or Bayad Center App.	
Pay Electronically through AIA PH website	
Please access: https://www.aia.com.ph/en/help-support/payment-facilities.html	

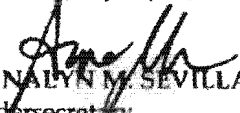


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2022-0338

TO : ALL DEPED REGIONAL DIRECTORS
DIRECTOR ABRAM Y.C. ABANIL, Information, and Communications
Technology Service

ATTENTION : *Chiefs, Finance and Administrative Divisions*
Heads of Regional Payroll Services Unit (RPSU)
School Heads of Implementing Unit-Secondary School (IU-SS)

FROM : 
ANNAELYN M. SEVILLA
Undersecretary

SUBJECT : CHANGE OF CORPORATE NAME OF THE PHILIPPINE AMERICAN
LIFE AND GENERAL INSURANCE COMPANY TO AIA PHILIPPINES
LIFE AND GENERAL INSURANCE COMPANY, INC.

DATE : July 11, 2022

This is to inform you of the change of corporate name of The Philippine American Life and General Insurance Company (Philamlife), a private entity formerly accredited under the Automatic Payroll Deduction System (APDS) Program of the Department, with APDS Code 005 (A and B) for insurance premia, to AIA Philippines Life And General Insurance Company, Inc. (AIA Phils.).

For reference and guidance, attached are copies of the following:

1. Amended Articles of Incorporation and Amended By-Laws, with Certificates of Filing with the Securities and Exchange Commission (SEC);
2. Insurance Commission Certificate of Authority; and
3. Acknowledgement letter of even date on the change of corporate name from this office addressed to Mr. Romel Babano, Head of Policyowner's Administration of AIA Phils.

In relation to this, you are hereby instructed to immediately effect the said change of corporate name in your respective records, payroll systems, and databases, including the company's remittances.

Considering that the Philamlife is no longer accredited with the Department's APDS Program, the AIA Phils. is allowed only to collect the monthly remittances under APDS Code 005 (A and B) until August 2022, in accordance with the letter addressed to Mr. Babano from this office dated May 11, 2022, copy attached. The RPSUs and IU-SSs shall accept no new billing statements.

For compliance. Thank you.

camdfca

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8633-9342; Fax No.: (02) 8638-3703; Email Address: usec.financebpm@deped.gov.ph