



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
EMPLOYEES' COMPENSATION COMMISSION
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How to file a claim for EMPLOYEES' COMPENSATION BENEFITS at the GSIS: An Easy Guide

Public sector workers who suffer from work-connected sickness or injury resulting to disability, or their families in case of work-connected death, may file claims for EC benefits at the Government Service Insurance System (GSIS). These benefits are in addition to the PhilHealth or the GSIS benefits.

Where to file your EC Claim?

Any GSIS Regional Office nearest to the place of work or residence of the covered member.

Documents needed to support the Claim:

1. Claim for disability benefits
 - (a) Sickness resulting to disability
 - (1) Updated service record
 - (2) Statement of duties and responsibilities
 - (3) Hospital record of confinement
 - (4) Official receipts in payment of hospital bills, professional fees and medicines purchased from the drugstore
 - (b) Injury resulting to disability
 - (1) Updated service record
 - (2) Statement of duties and responsibilities
 - (3) Police investigation report, employer's report of injury, death/casualty (for civilian employees) spot report, investigation report and or report of proceedings before Line of Duty Board (for AFP members)
 - (4) Mission or Travel Order, when applicable
 - (5) Hospital receipts in payment of hospital bills, professional fees and medicines purchased from drugstore
2. Claim for Death Benefits
 - (1) Updated service record
 - (2) Statement of duties and responsibilities
 - (3) Police investigation report or employer's report of injury, death or casualty (for civilian employees) spot report and/or report of proceedings before Line of Duty Board (for AFP members), when applicable
 - (4) Mission or Travel Order, when applicable
 - (5) Hospital record of confinement
 - (6) Official receipts in payment of hospital bills, professional fees and medicines purchased from a drugstore
 - (7) Death certificate issued by the Local Civil Registrar or National Statistics Office (NSO), and
 - (8) Declaration of presumptive death by competent authority
3. The GSIS may require the submission of other supporting documents if the supporting papers of the claim are insufficient to make a proper adjudication of the claim.

For Primary Beneficiaries

- a. Death Certificate
- b. Marriage Contract
- c. Birth Certificate of the deceased worker if single
- d. Birth Certificate of children below 21 years old

For Secondary Beneficiaries

- a. Death certificate of deceased employee
- b. Marriage contract of parents
- c. Death certificate of a parent, if any
- d. Birth certificate of deceased employee
- e. Affidavit by parents of the deceased that the latter died single leaving no child/ren and that they/he/she are/is wholly dependent upon deceased for support.

[all of which shall be original or certified true copies issued by the National Statistics Office (NSO).]

4. A certified true copy of the page of the office logbook containing the entry for the particular sickness, accident or death;
5. The medical findings of the attending doctor or the hospital records; and
6. A certification of GSIS and Employee's Compensation premium contributions one year prior to the sickness, injury or death.

When shall the claim be filed with the GSIS?

The claim shall be filed with the GSIS within three years from the date of the sickness, injury or death.

Forms to be accomplished:

1. For Sickness/Accident/Disability and Death Claims
 - Income Benefits Claim for Payment
 - Hospitalization Claim for Payment EC
 - Attending Physician's certification
2. For Death Claim, **proofs of Surviving Legal Heirs and Guardianship** are necessary
3. For Medical Reimbursement Claim
 - EC Medical Reimbursement Claim Form
 - Attending Physician's certification

[*EC Medical Reimbursement claims can only be filed after the EC sickness/ accident/ disability/ death claim has been approved by the GSIS]

What if the EC claim is denied by the GSIS, what shall the worker or his/her family do?

EC claim denied by the GSIS may be appealed to the Employees' Compensation Commission (ECC). The appeal can be made in a simple letter sent to the ECC.



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