




2 March 2020

Reference No. AR1920-00037

**FOR: ACADEMIC DEANS / DIRECTOR**

**Thru: Program Director / Clinical Chairs /  
Coordinators in-charge of Graduating Students SY 2019 -2020**

**ATTENTION: Graduating Students of SY 2019-2020**

**FROM:**   
**ANALI G. TANGOG, RN, MAN, PhD**  
*Director, Alumni Relations*

**APPROVED:**   
**MARIA CECILIA T. TIRONA, MHPEd**  
*Vice Chancellor, Lasallian Mission, Linkages and Advancement*

**RE: Completion Requirements for Application in Graduation/Graduation Clearance**

Greetings of Peace in Saint La Salle!

In relation to the graduation clearance for batch 2020, the Alumni Relations shall be signing the clearance of the graduating students provided that all pertaining documents such as: the online program feedback survey and the pre-employment requirements document (online number application of SSS, PhilHealth, and Pag-Ibig) are accomplished. To avoid influx, all graduating students are required to follow the scheduled dates of the online application and submission of documents provided below in the respective programs and the guidelines accordingly.

PROGRAM / COLLEGE	Schedule of Online Feedback Survey	Schedule of Online Application SSS, PhilHealth, & Pag-Ibig and submission of required documents at the Alumni Relations
Doctor of Medicine	March 20 - April 20, 2020	March 20 - April 20, 2020
MAN and UNDERGRADUATES (BS Except Biochemistry)	April 21 – May 21, 2020	April 21 - May 21, 2020
Special Health Sciences Senior High School	May 22 – June 22, 2020	May 22 – June 22, 2020 (Optional)
BS Biochemistry	July 8 – August 10, 2020	July 8 – August 10, 2020



Please be advised that all graduating students must have completed the following requirements for the graduation clearance to be signed:

1. SSS Membership (optional for SHSSHS)
2. PhilHealth Membership (except for SHSSHS)
3. Pag-Ibig Fund membership
4. Online Feedback Survey – (alumni.dlshsi.edu.ph)
5. Alumni Card Onsite E-Signature (except for SHSSHS)

**I. GUIDELINES for Online SSS Registration / Membership**

1. Log on to SSS website:  
<https://www.sss.gov.ph/sss/appmanager/viewArticle.jsp?page=SSS%20Number%20Online>
2. Accomplish all fields of the online form correctly and double check any misspelled words/wrong entry information before press the button -submit.
3. A link shall be sent to the registrant's active email for confirmation which will enable them to continue with their SSS Number application. Check the email immediately, if have not received, check the Spam Folder. (Note: The link shall expire in 5 days and once it expires, the registrant will have to repeat the first step of the registration process.)
4. Once the link is clicked, the registrant must supply all the required information from Basic Information up to Beneficiaries Information correctly.
5. Prior to generation of SSS number, the registrant must review carefully and correct their electronically filled out registration form. (Note: any errors in the information provided, once an SSS Number is already generated, applicant will need to go to the SSS Branch to correct his/her information).
6. After clicking the "Generate SSS Number" button, the system will display the SSS number of the registrant and print the ePersonal Record and SSS Number Slip. The registrant will also receive an email confirmation which indicates his/her SSS number, a copy of his/her SSS Number Slip and other instruction to complete his/her SSS Number application.
7. Print two (2) copies of the **Personal Record Form, SSS Number Slip** including the **SSS Number Application Confirmation email body** sent to you by the SSS Number Issuance System. (please see the sample picture below)

Republic of the Philippines  
SOCIAL SECURITY SYSTEM  
PERSONAL RECORD

Basic Information  
Name of Applicant:  
Date of Birth:  
Gender:  
Marital Status:  
Nationality:  
Religion:  
Place of Birth:  
Home Address:  
Telephone No:  
Mobile No:  
Email Address:  
Name of Father:  
Name of Mother:

Beneficiary(ies)  
Name of Beneficiary:  
Relationship:  
Purpose of Application: FOR EMPLOYMENT

Applicant's Certification  
Signature Over Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
LEFT THUMB MARK: \_\_\_\_\_ RIGHT THUMB MARK: \_\_\_\_\_

TO BE FILLED OUT BY SSS  
EVALUATED BY: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Branch: \_\_\_\_\_

Sample Personal Record Form

Republic of the Philippines  
SOCIAL SECURITY SYSTEM  
SS NUMBER SLIP

SS Number: \*\*\_\*\*\*\*\*\_\*\*

NAME

Birthdate: \*\*/\*\*/\*\*\*\*

Barcode

Sample SSS Number Slip



- 8. Then, submit to the Alumni Relations office the required documentary requirements together with two (2) copies of the Personal Record Form, SSS Number slip; and one (1) copy of Birth Certificate.
9. If single, bring a copy of Birth Certificate; if married, bring a copy of your Marriage Contract
10. If has child/ren, also bring a copy of the child/ren's Birth Certificate
11. For Non-Working Spouse, your working spouse must sign before his/her name on the printed Personal Record Form. The signature of your working spouse signifies that he/she agrees with your SSS Membership.

II. GUIDELINES for Online Pag-Ibig Fund Registration / Membership

- 1. Log on to Pag-Ibig Fund Website to www.pagibigfund.gov.ph
2. Click the E-Services tab -> Membership Registration -> Continue->>
3. Enter your personal details
4. Complete the Pag-IBIG application form
5. After completing all required fields, click "Summary" and submit your online registration form. Upon submission, you will be redirected to a new page confirming success of your registration - and at the same time receive an SMS confirmation.

From this page, you'll get an RTN (or your Registration Tracking Number), which can help you track the progress of your registration (it also serves as temporary Pag-IBIG ID number that you can use). It usually takes 2 working days to have your registration processed and verified, in which you can then have your permanent Pag-IBIG MID number.

- 6. After successful registration, PRINT PAGIBIG MEMBERS DATA FORM one (1) copy bearing the REGISTRATION TRACKING NUMBER (RTN)
7. Submit one (1) copy of the Registration Tracking Number (RTN) to the Alumni Relations.

MEMBER'S DATA FORM (MDF) FOR Pag-IBIG Fund USE ONLY. Includes sections for Occupational Status, Personal Details, Address and Contact Details, and Employment Information.

(Sample Pag-ibig Members Data Form)



III. GUIDELINES for Online PhilHealth Registration / Membership

1. Log on to PhilHealth website: [www.philhealth.gov.ph](http://www.philhealth.gov.ph)
2. Click the **Online Services** tab, then click the **Electronic Registration (Register)** icon and read instructions on how to register, and then **Proceed**
3. Tick the box: **I agree under the terms and conditions**
4. Click **Accept**
5. Provide the needed personal information
6. Under the membership category, choose **Individual Paying Member – Others** from the dropdown
7. Click the **Submit Registration**
8. Check your registered email address for notifications:
  - a. 1<sup>st</sup> email: Clicked the attached link
  - b. 2<sup>nd</sup> email: A transaction number will be received
9. Within 3-5 working days, copy of the **Member Data Record (MDR)** will be forwarded to your email address
10. Print one (1) copy of the Member Data Record (MDR)
11. Submit one (1) copy of MDR / 2<sup>nd</sup> email from PhilHealth with PhilHealth Identification Number, one (1) copy of Birth Certificate and one (1) 1x1 picture to the Alumni Relations.

**MEMBER DATA RECORD**

**MEMBER INFORMATION**

PhilHealth Identification Number (PIN): [REDACTED]  
 Insurance Category: [REDACTED] (PROFESSIONAL OCCUPATIONAL / SELF-EMPLOYED/INDIVIDUAL)  
 Member's Coverage: [REDACTED] (Individual/Partner)  
 Address: [REDACTED]  
 Date of Birth: [REDACTED]  
 Place of Birth: [REDACTED]  
 Civil Status: [REDACTED] (SINGLE)  
 Tax Identification Number: [REDACTED]

**EMPLOYER/ORGANIZED GROUP INFORMATION**

Name of Employer/Organized Group: [REDACTED]  
 Address: [REDACTED]  
 Telephone Number: [REDACTED]  
 Tax Identification Number: [REDACTED]

**DEPENDENT INFORMATION**

PIN	Sex	Given Name	Middle Name	Age	Relation	Date of Birth
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

( Sample MDR Form )

Transaction No: R19052009000114  
 Date: 5/23/2019

Member Name : \*\*\*\*\*  
 Member Address : \*\*\*\*\*

Member Category : INDIVIDUALLY PAYING MEMBER OTHERS

We are glad that you are now registered with the National Health Insurance Program (NHIP), a program being administered by the Philippine Health Insurance Corporation (PhilHealth).

PhilHealth Identification Number (PIN) is : 0\*\*\*\*\*

In order for you or any member of your family to be entitled to the benefits of the NHIP, you or with your employer, or local government or sponsor should have paid the required number of monthly contributions to the program.

It is important that you always use your PIN in paying your contributions and when you or any member of your family avail of NHIP benefits.

We would like to give you and your family continued protection on health.

Respectfully,  
 PhilHealth

(Sample 2nd email from PhilHealth with PhilHealth Identification Number)

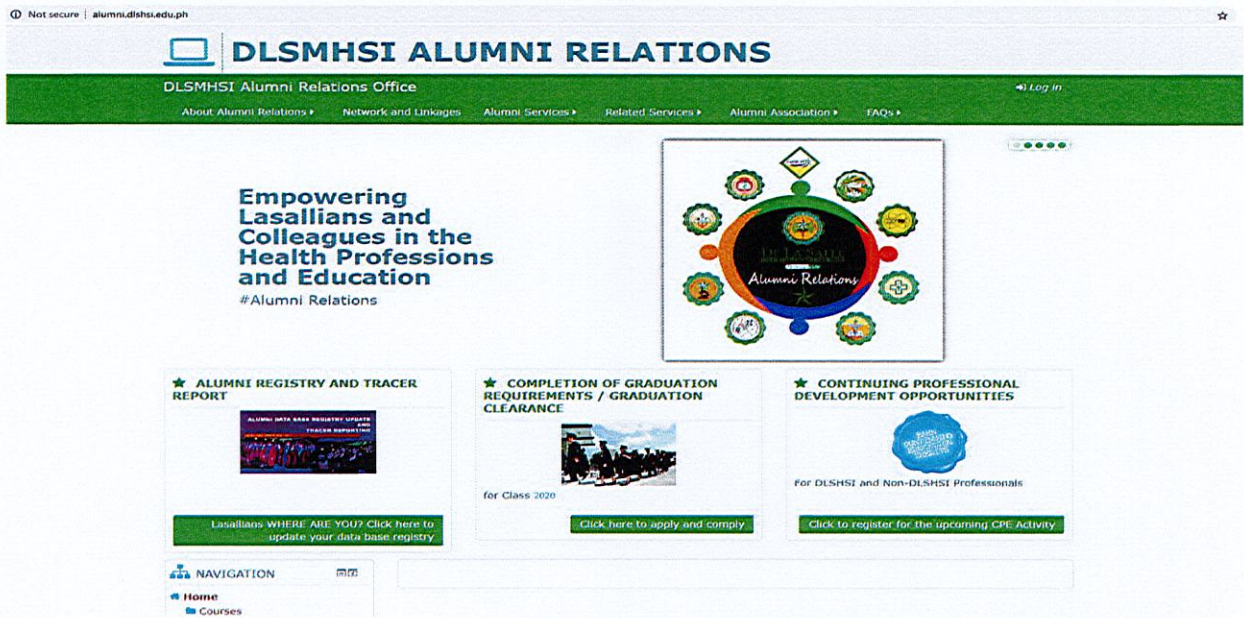
IV. GUIDELINES for Alumni Card Onsite E-Signature

1. Present your DLMSHSI original ID to Alumni Relations Secretary - Ms. Jasmine Acuña
2. Validate your information in the data base if correct
3. Accomplish your E-signature for the ID



## V. GUIDELINES for Online Feedback Survey

1. Log on to the Alumni Relations website at [alumni.dlshsi.edu.ph](http://alumni.dlshsi.edu.ph)



2. Log in using the following code

Example: Ma. Leonora S. Teresa

**Username – (YourProgramCode&YearFirstLetterofYourFirstNameMiddleInitialSurname)**

For Doctor of Medicine →	md2020msteresa	For Physical Therapy →	bspt2020msteresa
For Medical Technology →	bsmt2020msteresa	For Radiologic Technology →	bsrt2020msteresa
For Nursing →	bsn2020msteresa	For Medical Technology →	bsmt2020msteresa
For Occupational Therapy →	bsot2020msteresa	For SLP →	bsslp2020msteresa
For Pharmacy →	bsp2020msteresa	For SHSHS →	shshs2020msteresa
For Biochemistry →	bsb2020msteresa		

**Password – (surnameLast3DigitsOfStudentNumber) →teresaxxx**

3. Proceed answering the questionnaire by clicking *my courses* -Online Feedback Survey

4. Accomplish the form accordingly.

For assistance on log-in concerns, you may email to [alumnirelations@dlshsi.edu.ph](mailto:alumnirelations@dlshsi.edu.ph) ( Subject: Completion in Application for Graduation).

**Reminder:** Please be informed that all Documents submitted to Alumni Relations shall be forwarded to SSS, PhilHealth and Pag-Ibig Fund Representatives and will be processed on the dates provided below. Any concerns arise related to pre-employment requirements (online number application of SSS, PhilHealth, and Pag-Ibig) will be accommodated for personal assistance at the Health Informatics room of DLSMHSI library building.



	SSS	PhilHealth	Pag-Ibig
Doctor of Medicine	May 6, 2020		
MAN and UNDERGRADUATES (Except BS Biochemistry) Special Health Sciences Senior High School (optional)	June 8 and 10, 2020		
BS Biochemistry	August 17, 2020		

For the information and guidance.

Thank you and God bless.

cc: VCA, Registrar