Regional Memorandum

INFORMATION TO ALL PHILAM LIFE MEMBERS

To

Schools Division Superintendent
Public Elementary and Secondary Heads
Implementing Units
All Other Concerned

1. In view of the non-accreditation of AIA Philippines Life and General Insurance Company (formerly The Philippine American Life and General Insurance Company) in the APDS, please advise all those listed per attached Google Sheet to pay over the counter or coordinate directly with the said company for the continuity of their insurance membership to avoid lapses of payment.

2. Please see link below for your reference.
   bit.ly/PHILAM-LIFE

3. For strict compliance,

   ATTY. ALBERTO T. ESCOBARTE, CESO II
   Assistant Secretary
   Officer-in-Charge
   Office of the Regional Director

cc: rpsu/wtb

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph
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. Therefore, 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.

camd/fca

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8633-9342; Fax No.: (02) 8638-3703; Email Address: usec.financelbpm@deped.gov.ph
Ms. Analyn M. Sevilla
Undersecretary
Department Of Education
Office of the Undersecretary for Finance
DEPED Complex, Meralco Avenue

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

July 11, 2022

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,

Romey Rabano
Head of Policyowner’s Administration
### AIA PHILIPPINES PAYMENT CHANNELS

<table>
<thead>
<tr>
<th>Over the counter</th>
<th>Payment Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit any of the following branches for your premium payment. Simply fill up the bills payment form.</td>
<td>Premium payments can be made at any Bayad Center, SM Bills Center and Milhuillier Branch.</td>
</tr>
</tbody>
</table>

**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:**
- Bring your Statement of Account to the Payment Center to pay your premium or simply indicate your policy number to the branch cashier.

**Merchant Name:** AIA Philippines Life and General Insurance Company (AIA Philippines or AIA Philippines or AIA PH)

**Reference Number:** Indicate your Policy Number

**Other Information:**
- Ensure that the Bills Payment form is used for over-the-counter transactions.

### Pay through Bank Facility

<table>
<thead>
<tr>
<th>Online Banking</th>
<th>Auto-Debit and Auto Charge Arrangement</th>
</tr>
</thead>
</table>

**Partner Banks:**
- Bank of the Philippine Islands
- BDO Unibank Inc
- Union Bank
- Metrobank
- Philippine National Bank
- All Bancnet Members

### 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

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 : ANNALYN 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.

ccmdflca
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
CERTIFICATE OF FILING
OF
AMENDED ARTICLES OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the amended articles of incorporation of the

AIA PHILIPPINES LIFE AND GENERAL INSURANCE
COMPANY INC.
under the name and style of AIA Philippines
(Formerly: THE PHILIPPINE AMERICAN LIFE AND GENERAL INSURANCE
(PHILAM LIFE) COMPANY under the name and style of AIA Philam Life)
(Amending Article I thereof)

copy annexed, adopted on April 27, 2021 by majority vote of the Board of
Directors and by the vote of the stockholders owning or representing at least
two-thirds of the outstanding capital stock, and certified under oath by the
Corporate Secretary and a majority of the Board of Directors of the corporation was
approved by the Commission on this date pursuant to the provision of Section 15
of the Revised Corporation Code of the Philippines, Republic Act No. 11232, which
took effect on February 23, 2019, and copies thereof are filed with the Commission.

Unless this corporation obtains or already has obtained the appropriate
Secondary License from this Commission, this Certificate does not authorize it to
undertake business activities requiring a Secondary License from this Commission
such as, but not limited to acting as: broker or dealer in securities; government
securities eligible dealer (GSED), investment adviser of an investment company;
close-end or open-end investment company, investment house; transfer agent;
commodity/financial futures exchange/broker/merchant, financing/ending
company and time shares/club shares/membership certificates issuers or selling
agents thereof; nor to operate a fiat money to virtual currency exchange. Neither
does this Certificate constitute as permit to undertake activities for which other
government agencies require a license or permit.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this
Commission to be affixed to this Certificate at Pasay City, Metro Manila,
Philippines, this 12th day of July, Twenty Twenty One.

CERTIFIED TRUE COPY BY:

ACE DE VINO A. CUSTODIO
Asst. Corporate Secretary

DANIEL E. GABONCO
Assistant Director

SO Order No. 1166 Series of 2019
CERTIFICATE OF FILING OF AMENDED BY-LAWS

KNOW ALL PERSONS BY THESE PRESENTS:

THIS IS TO CERTIFY that the Amended By-Laws of

AIA PHILIPPINES LIFE AND GENERAL INSURANCE COMPANY INC,

under the name and style of AIA Philippines,

(Formerly, THE PHILIPPINE AMERICAN LIFE AND GENERAL INSURANCE

(PHILAM LIFE) COMPANY under the name and style of AIA Philam Life)

were duly registered with this Commission and copy annexed, adopted on August 26, 2021 by majority vote of the Board of Directors and by the vote of the stockholders owning or representing at least two-thirds of the outstanding capital stock, and certified under oath by the Corporate Secretary and majority of the said Board, was approved by the Commission on this date, pursuant to the provisions of Section 67 of the Revised Corporation Code of the Philippines, Republic Act No. 11232, which took effect on February 23, 2021, and copies thereof are filed with the Commission.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Pasay City, Metro Manila, Philippines, this 28th day of February, Twenty Twenty Two.

CERTIFIED TRUE COPY.

[Signature]

[Title and Name]

February 28, 2022
This is to certify that

NG LUNGSOD NG TAGUIG, PILIPINAS

na isang

pang Buhay at Di-Buhay
LIFE & NON-LIFE
(LIFE, FIRE, MARINE, CASUALTY & SURETY)

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinala ng batas
insurance company, has complied with all requirements of law

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban
of the Philippines relative to such insurance companies, and it is hereby granted

nitong KATIBAYAN NG PAGKAMAYKAPANGYARIHAN upang mabigyang-isa ng
this CERTIFICATE OF AUTHORITY to transact

 uri ng seguro na itinala sa itaas hanggang ikalawang dalawa ng hatinggabi, ng ikatsulumpu't isang
the class of insurance business above set forth until twelve o'clock midnight, on the thirty first

araw ng Disyembre, taong dalawang libo't dalawampu't-apat
day of December 2024

maliban kung agad na bawiin o pigilin ng may makatuwiran dahilan,
unless sooner revoked or suspended for cause.)

Bilang KATUNAYAN KITO, inilagda ko ang aking pangalan
In WITNESS WHEREOF, I have hereunto subscribed my name

at ikinital angt Ospesyal na Tatsk ng aking Tanggapan
and caused my Official Seal to be affixed.

sa lungsod ng Maynila, Pilipinas. Ito ay may bisa
at the City of Manila, Philippines. This becomes

simula ika-isa ng Enero 2022.
effective on 1 January 2022.

CERTIFIED TRUE COPY BY:

CARLA J. DOMINGO
Corporate Secretary

Date Issued

Dennis B. Funa
Insurance Commissioner
July 11, 2022

Mr. ROMMEL BABANO
Head of Policyowner’s Administration
AIA Philippines Life and General Insurance Company, Inc.
16F-18F AIA Philippines Head Office
Six/DEO, 5th Avenue cor. 26th Street
Bonifacio Global City, Taguig 1634

Dear Mr. Babano:

This pertains to your letter informing this office of the change of the corporate name of The Philippine American Life and General Insurance Company (PhilamLife) to AIA Philippines Life and General Insurance Company, Inc., (AIA Phils.), duly supported with copies of the Amended Articles of Incorporation and Amended By-Laws, both with Certificates of Filing with the Securities and Exchange Commission (SEC).

This office acknowledges the abovementioned corporate name change and shall update its records accordingly, including the assignment of APDS Code 005 A and B.

For your ready reference and guidance, attached is a copy of OUF Memorandum No. 2022-0338 of even date instructing all payroll services units concerned to effect the subsequent changes in corporate name to this Department’s payroll records and remittances.

May we reiterate that the collections of the remittances under APDS Code 005 A and B are up to August 2022 payroll month only, in accordance with our letter dated May 11, 2022, copy attached. Thus, please remind your DepEd members to pay to your company over the counter to avoid lapses of payments of their insurance premia memberships.

Thank you.

Sincerely yours,

ANGELITA M. SEVILLA
Undersecretary

Copy Furnished: Regional Directors, Chiefs of Finance and Administrative Divisions, and Heads of Regional Payroll Services Unit, DepEd Regions I to XIII, IV-A, IV-B, V to XII, NCR and CAR

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8633-9342; Fax No.: (02) 8633-3703; Email Address: usec.financetpbm@deped.gov.ph
May 11, 2022

Mr. ROMMEL BABANO  
Head of Policyowner’s Administration  
AIA Philippines Life and General Insurance Company, Inc.  
16F-18F AIA Philippines Head Office  
Six/DEO, 5th Avenue cor. 26th Street  
Bonifacio Global City, Taguig 1634

Dear Mr. Babano:

This has reference to your request for the change of the corporate name of The Philippine American Life and General Insurance Company (PhilamLife) to AIA Philippines Life and General Insurance Company, Inc. (AIA Phils.), for purposes of collections of the insurance premia contributions of PhilamLife members through payroll deduction under APDS Codes 005 A and B.

To facilitate the evaluation of your request, please submit to the Employee Account Management Division, this office, the certified true copies of the following:

1. Certificate of Filing with the Securities and Exchange Commission (SEC) on the change of corporate name of PhilamLife to AIA Phils. and the corresponding Amended Articles of Incorporation and Amended By-Laws, duly stamped by SEC; and

2. AIA Phils.’ Certificate of Authority issued by the Insurance Commission, indicating the said change of corporate name.

In addition, we would like to inform you that PhilamLife has not applied for re-accreditation under the Department’s Automatic Payroll Deduction System (AFDS). Pursuant to paragraph 42 of Enclosure 1 of DepEd Order No. 20, s. 2021, non-accreditation or disapproval of the application for re-accreditation shall result in the denial of the company’s privilege to transact new business under APDS. For those failing to get approval for re-accreditation for insurance premia, the DepEd shall continue servicing the collection of deductions already incorporated in the payroll system, as of the date of the disapproval, for the next three (3) months or until requested for stoppage by the DepEd policy holder/member/depositor, whichever comes earlier, and remit the same to the entity. Within sixty (60) calendar days from the said disapproval, DepEd shall notify the concerned DepEd personnel of the stoppage of deductions, and the latter may transact and/or pay directly to the formerly accredited entity, or terminate their memberships therewith. Thereafter, the APDS Code and Sub-Codes, if any, are automatically cancelled.

In view of the above, our payroll processors are prohibited from accepting new billing from PhilamLife under APDS Codes 005 A and B, effective immediately. They shall continue servicing the collection of deductions already incorporated in the payroll system only for the next three (3) months or until requested for a stoppage by the DepEd member, whichever comes earlier and remit the same to PhilamLife or AIA Phils. once established that these two
companies are one and the same company. Within sixty (60) calendar days from the date of this letter, DepEd shall notify the concerned DepEd personnel of the stoppage of deductions, and the latter may transact and/or pay directly to PhilamLife, or terminate their memberships therewith. Thereafter, the APDS Code 005 A and B are automatically cancelled.

Please be guided accordingly.

Thank you,

Sincerely yours,

[Signature]

ANNALYN M. SEVILLA
Undersecretary

Copy Furnished:

Regional Directors, Chiefs of Finance, and Administrative Divisions and Heads of Regional Payroll Services Unit, DepEd Regions I to III, IV-A, IV-B, V to XIII, CAR and NCR

canad/fca