



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 084

To : NORELIZA A. MISAL, CPA, Accountant III
GUY R. MARA-ASIN, Administrative Officer II
GENIE D. PIUS, Administrative Assistant III

Subject : CONDUCT OF 4-CLUSTER WORKSHOPS ON THE RECONCILIATION
OF REPORTED GSIS PREMIUM DEFECIENCIES OF DEPED
PERSONNEL FOR YEAR 2012 TO 2023

Date : February 12, 2024

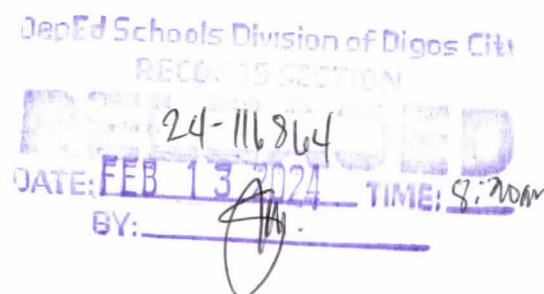
In reference to Regional Memorandum AD-2024-020 re: Conduct of 4-Cluster Workshops on the Reconciliation of Reported GSIS Premium Deficiencies of DEPED Personnel for Year 2012 to 2023 dated January 23, 2024, AAO or Assigned Condolidator of GSIS Remittances and ERF Handler, Accountant, or Bookkeeper (In-Charge of GSIS Remittances) from the Schools Division Office are hereby directed to attend the said activity on February 20 to 23, 2024 at Panorama Suites, Davao City.

Attendance confirmation shall be done on or before February 15, 2024 through https://bit.ly/GSISRecon_Cluster4.

Travel, per diem, and other incidental expenses shall be charged to local funds subject to usual government accounting and auditing rules and regulations.

For information and compliance.


MELANIE P. ESTACIO, Ph.D, CESO VI
OIC – Schools Division Superintendent



OSDS/ ADMIN / HR/ dbc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

AD-2024-020

To : Schools Division Superintendents
 Chiefs of Functional Divisions – AD and FD

Subject: CONDUCT OF 4-CLUSTER WORKSHOPS ON THE
 RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES
 OF DEPED PERSONNEL FOR YEAR 2012 TO 2023

Date : January 23, 2024

Herewith is unnumbered memorandum dated January 08, 2024, from the Office of the Director IV, Finance Service, informing concerned personnel on the conduct of cluster-wide Workshops on the Reconciliation of Reported GSIS Premium Deficiencies of DepEd Personnel for Year 2012 to 2023. It will be on February 20 to 23, 2024 at Panorama Suites, Davao City, with the following participants:

| <i>Regional Office</i> | <i>Schools Division Office</i> |
|--|--|
| (1) Chief Administrative Officer or RPSU Head | (1) AAO or Assigned Consolidator of GSIS Remittances |
| (1) Accountant or Bookkeeper (In-Charge of GSIS Remittances) | (1) ERF Handler, Accountant, or Bookkeeper (In-Charge of GSIS Remittances) |
| (1) ERF Handler or RPSU Representative | |
| (1) AAO or Assigned Consolidator of GSIS Remittances | |
| TOTAL: 4 | 2 |

Attendance confirmation shall be done on or before February 15, 2024 through https://bit.ly/GSISRecon_Cluster4. Travel, per diem, and other incidental expenses shall be charged to local funds subject to usual government accounting and auditing rules and regulations.

For information and strict compliance.

By the Authority of the Regional Director

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.

ROA3/PS/ljtj

REBONFAMIL R. BAGUIO
 Director III 23 JAN 2024



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph



DEPARTMENT OF EDUCATION ROP
RECORDS SECTION

RECEIVED

Republic of the Philippines
Department of Education

OFFICE OF THE DIRECTOR IV, FINANCE SERVICE

By: [Signature]
Date: 1-22-24 Time: 2:03

MEMORANDUM

TO: ALL REGIONAL DIRECTORS

**ATTENTION: CHIEFS OF ADMINISTRATIVE AND FINANCE DIVISION
HEAD, REGIONAL PAYROLL SERVICES UNIT (RPSU)
REGIONAL OFFICE PROPER (ROP) ACCOUNTANT or
BOOKKEEPER
ROP PERSONNEL UNIT (IN-CHARGE OF GSIS REMITTANCES)
SDO PERSONNEL (IN-CHARGE OF CONSOLIDATION OF GSIS
REMITTANCES)
SDO ACCOUNTANT or BOOKKEEPER (IN-CHARGE OF GSIS
REMITTANCES)
CENTRAL OFFICE CONCERNED PERSONNEL**

FROM: ANA MARIE C. CALAPIT
Director IV, Finance Service

**SUBJECT: CONDUCT OF 4-CLUSTER WORKSHOPS ON THE
RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES
OF DEPED PERSONNEL FOR YEAR 2012 TO 2023**

DATE: January 8, 2024

This is to inform you that the DepEd Central Office (CO) - Employee Account Management Division (EAMD) and Personnel Division will be conducting the **“Workshop on the Reconciliation of Reported GSIS Premium Deficiencies of DepEd Personnel for the year 2012 to 2023”** nationwide in four (4) clusters. In this connection, we are inviting concerned Regional and Schools Division personnel to participate in the said workshop (ATC-2023-CO-00588).

1. The workshop aims to:

- a. Submit the current status of reconciliation per region;
- b. Review the submitted datasets of Regional and Schools Division Offices;
- c. Discuss the issues and concerns of the Regional and Schools Division Offices in accomplishing the given datasets;
- d. Determine the possible recalibration methods in accomplishing the datasets and reconciling the premium deficiencies;
- e. Strengthen coordination with GSIS and relevant stakeholders to establish a streamlined processes and mechanism for regular reconciliation of premium deficiencies; and
- f. Define the ways forward.



Ground Floor, Alonzo Bldg., DepEd Complex, Meralco Avenue, Pasig City 1600
Tel No. 8633-7231 | Email Address: fs.od@deped.gov.ph

2. Cluster Schedule and Venue:

| CLUSTER | REGIONS | SCHEDULE | | VENUE |
|----------------------|-----------------------|------------------------------|-------------------------------|-------------------------------|
| | | (inclusive of travel time) | | |
| | | Check-in | Check-out | |
| 1 – South Luzon (SL) | IV-A, IV-B, V & NCR | January 16, 2024 2:00 PM | January 19, 2024 12:00 NN | Avenue Plaza Hotel, Naga City |
| 2 – North Luzon (NL) | I, II, III & CAR | January 23, 2024 2:00 PM | January 26, 2024 12:00 NN | Hotel Linda, Vigan City |
| 3 – Visayas | VI, VII & VIII | February 13, 2024 2:00 PM | February 16, 2024 12:00 NN | GO Hotels, Iloilo City |
| 4 – Mindanao | IX, X, XI, XII & XIII | February 20, 2024 2:00 PM | February 23, 2024 12:00 NN | Panorama Suites, Davao City |

First Meal: PM Snacks

Last Meal: Lunch

3. **Regional Office Proper (ROP)** must be represented by the following participants:
- One (1) Agency Authorized Officer (AAO) or Assigned Consolidator of remittances for GSIS
 - One (1) Electronic Remittance File (ERF) Handler or RPSU Representative (In-Charge of GSIS Remittances)
 - One (1) Accountant or Bookkeeper (In-Charge of GSIS Remittances)
 - One (1) Chief Administrative Officer, Administrative Division or RPSU HEAD

Schools Division Offices (SDOs) must be represented by the following:

- One (1) AAO or Assigned Consolidator of Remittances for GSIS (Personnel Handling Payroll)
- One (1) ERF Handler, Accountant or Bookkeeper (In-Charge of GSIS Remittances)

*Two (2) representatives each from selected Host Regions or School Division Offices (to be indicated on a separate Advisory).

4. The following documents must be prepared and brought to the workshop:

- E-Copy of Service Record
- Payroll Files MASTFILE
- Unremitted Premium based on monthly Payroll
- Electronic Billing and Collection System (Locked and Paid)
 - *Electronic Remittance File (ERF)
 - *Summary of Total (SOT)
- Check Disbursement Journal (GSIS)
- Due to GSIS Subsidiary Ledger
- Trial Balance
- General Journal
- Updated GSIS Data Sets per year
- Laptop
- Extension Cord

5. The cost of board and lodging, venue hall, supplies/materials and other related expenses/contingencies of the participants for the above-mentioned workshops shall be charged to FY 2023-CO-GASS. Traveling, per diem and other incidental expenses of:
 - a. Central Office participants and resource persons shall be charged to FY 2023-CO-GASS;
 - b. Regional Office, Schools Division Office participants, and GSIS representatives shall be charged to their respective local funds.

All disbursements/expenses are subject to usual government accounting and auditing rules and regulations.

6. Kindly submit attendance confirmation of participants through the link:

| Cluster | Regions | Deadline | LINKS |
|----------------|-------------------------|-------------------|---|
| 1 – SL | IV-A, IV-B, V, and NCR | January 11, 2024 | https://bit.ly/GSISRecon_Cluster1 |
| 2 – NL | I, II, III, and CAR | January 18, 2024 | https://bit.ly/GSISRecon_Cluster2 |
| 3 – Vis. | VI, VII, and VIII | February 08, 2024 | https://bit.ly/GSISRecon_Cluster3 |
| 4 – Min. | IX, X, XI, XII and XIII | February 15, 2024 | https://bit.ly/GSISRecon_Cluster4 |

7. For inquiries, you may email/contact Mr. Jayson Monis, Administrative Officer II and Ms. Lavinia Alvarado, Technical Assistant II of Employee Account Management Division, at fs.eamd@deped.gov.ph or telefax number (02) 8633-7248.
8. For immediate dissemination and compliance.

/eamd:rgm