



Republic of the Philippines  
**Department of Education**  
 DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 311

To : **NORELIZA A. MISAL, CPA, Accountant III**  
**Remitting Agency Officer**

**GENIE D. PIUS, Administrative Assistant III**  
**ERF Handler**

**ARVIN B. DIACOSTA, Administrative Aide III**  
**Agency Authorized Officer**

Subject: **PARTICIPATION TO THE WORKSHOP ON THE RECONCILIATION PROCESSES AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS – CLUSTER 7**

Date : October 1, 2024

Relative to the Regional Memorandum AD-2024-181 dated September 30, 2024 from DEPED, Davao City, this Office hereby requires the abovementioned to attend the Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters – Cluster 7 (Regions X and XI on October 8 – 11, 2024 at Auditorium Hall, 8<sup>th</sup> Floor, GSIS Head Office, Pasay City.

Travel and other incidental expenses incurred during the activity shall be charged to respective local funds, subject to the existing budgeting, accounting and auditing rules and regulations.

For information and compliance.

**For and in the absence of the SDS:**

*Sollie B. Oliver, Jr.*  
**SOLLIE B. OLIVER, JR., MATE**  
 CHIEF - SGOD  
 OIC – Schools Division Superintendent

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**  
 DATE: OCT 07 2024 TIME: *10:10*  
 BY: *[Signature]*



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

RL-39008



Republic of the Philippines  
Department of Education  
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

AD-2024-181

To : Schools Division Superintendents  
Chief Administrative Officers – AD and FD

Subject: PARTICIPATION TO THE WORKSHOP ON THE RECONCILIATION  
PROCESSES AND REPORTS OF GSIS PREMIUM DEFICIENCIES  
AND OTHER MATTERS – CLUSTER 7

Date : September 30, 2024

Herewith is Memorandum OUF-2024-0548 dated July 17, 2024 from Annalyn M. Sevilla, Undersecretary for Finance Service, relative to the Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters – Cluster 7 (Regions X and XI) on October 8-11, 2024 at Auditorium Hall, 8<sup>th</sup> floor, GSIS Head Office, Pasay City.

Anent to this, the following personnel are hereby directed to attend the activity:

Designation	Number of Participants	
	RO	per SDO
1. Agency Authorized Officer (AAO)	1	1
2. ERF Handler or Consolidator of GSIS remittances	1	1
3. Accountant or Bookkeeper overseeing GSIS remittances	1	1
4. Payroll Handler or Head of Payroll Services Unit	1	1
Total	4	4

Travel and other incidental expenses incurred during the activity shall be charged to respective local funds, subject to the existing budgeting, accounting and auditing rules and regulations.

For information and compliance.

DEPARTMENT OF EDUCATION  
RECORDS SECTION

RELEASED

ALLAN G. FARNAZO  
Director IV

By:

Date:

39008

Oct. 01, 2024

Enclosed: As stated.

ROA2/jig

4. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.
5. Meals to be provided by GSIS throughout the workshops will only include Breakfast, AM Snacks, Lunch and PM Snacks. Dinner will be charged to your respective local funds as per diem.
6. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.
7. Please confirm your attendance through the provided link on or before the specified deadlines, adhering strictly to your region's schedule. This will also be the basis for assigning rooms to participants.

Cluster	Regions	Deadline	Confirmation Link
1	NCR & IV-A	July 31, 2024	<a href="https://bit.ly/GSISL2R4AandNCR">https://bit.ly/GSISL2R4AandNCR</a>
2	I & CAR	August 14, 2024	<a href="https://bit.ly/GSISL2R1andCAR">https://bit.ly/GSISL2R1andCAR</a>
3	IV-B & V	August 21, 2024	<a href="https://bit.ly/GSISL2R4Band5">https://bit.ly/GSISL2R4Band5</a>
4	II & III	August 28, 2024	<a href="https://bit.ly/GSISL2R2and3">https://bit.ly/GSISL2R2and3</a>
5	VI & VIII	September 4, 2024	<a href="https://bit.ly/GSISL2R6and8">https://bit.ly/GSISL2R6and8</a>
6	VII & IX	September 20, 2024	<a href="https://bit.ly/GSISL2R7and9">https://bit.ly/GSISL2R7and9</a>
7	X and XI	September 30, 2024	<a href="https://bit.ly/GSISL2R10and11">https://bit.ly/GSISL2R10and11</a>
8	XII & CARAGA	October 11, 2024	<a href="https://bit.ly/GSISL2R12andCARAGA">https://bit.ly/GSISL2R12andCARAGA</a>

For inquiries, you may email/contact the Employee Account Management Division at [is.eamd@deped.gov.ph](mailto:is.eamd@deped.gov.ph) or telephone number (02) 8633-7248/ 8638-8640.

For immediate dissemination and compliance:

Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.

1. Composition of Participants:

Each Regional Office Proper (ROP) is required to send four (4) participants only, designated as follows:

- a. One (1) Agency Authorized Officer (AAO)
- b. One (1) ERF Handler or Consolidator of GSIS remittances
- c. One (1) Accountant or Bookkeeper overseeing GSIS remittances
- d. One (1) Chief Administrative Officer or RPSU Head

Each Schools Division Office (SDO) is required to send two (2) participants only, designated as follows:

- a. One (1) AAO or Consolidator of GSIS Remittances
- b. One (1) ERF Handler or Accountant or Bookkeeper overseeing GSIS remittances

2. Clusters Schedule per Region:

Clusters	Regions	Dates*
1	NCR & IV-A	August 6-9, 2024
2	I & CAR	August 27-30, 2024
3	IV-B & V	September 2-5, 2024
4	II & III	September 9-12, 2024
5	VI & VIII	September 16-19, 2024
6	VII & IX	October 1-4, 2024
7	X and XI	October 8-11, 2024
8	XII and CARAGA	October 21-24, 2024

*\*Dates are inclusive of travel time*

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

- 3.1. E-Copy of Service Record
- 3.2. Payroll Files MASTFILE
- 3.3. FoxPro DEDFILE
- 3.4. Electronic Billing and Collection System
  - \*Remittance File (EBF)
  - \*Summary of Total (SOT)
  - \*Exemption Report (Clarificatory Item, Unmatched)
- 3.5. Summary Due to GSIS General Journal per Month per Year (Accounting)
- 3.6. Unremitted based on monthly remittance (Exemption Report)
- 3.7. ERF uploaded and paid remittance
- 3.8. Summary of Total of all paid remittance
- 3.9. GSIS Data Set per year
- 3.10 Laptop
- 3.11 Extension Cord
- 3.12 Personal toiletries such as shampoo, conditioner and soap.

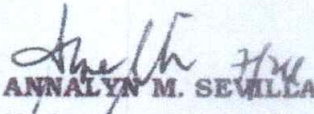
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

OUF- 2024-0548

**TO: ALL REGIONAL DIRECTORS  
ALL SCHOOL DIVISION SUPERINTENDENTS  
ALL REGIONAL OFFICES and SCHOOLS DIVISION OFFICES**

**ATTENTION:** Chiefs Administrative Officers, Administrative Division  
Chiefs Administrative Officers, Finance Division  
Heads, Regional Payroll Services Unit (RPSU)  
Accountants/Bookkeepers  
Personnel Unit  
All Agency Authorized Officers (AAOs)  
All ERF Handlers  
Central Office Concerned Personnel

**FROM:**   
**ANNALYN M. SEVILLA**  
Undersecretary for Finance Service

**SUBJECT: WORKSHOP ON THE RECONCILIATION PROCESSES AND  
REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER  
MATTERS - CLUSTERS 1-8 (2<sup>nd</sup> Leg)**

**DATE: July 17, 2024**

This is to inform you about the upcoming event organized by DepEd Central Office in partnership with the Government Service Insurance System (GSIS), titled "Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters - Clusters 1-8." The cluster workshops events will be held at the Auditorium Hall, located on the 8th Floor of the GSIS Head Office, Pasay City.

Given the importance of ensuring accurate reconciliation of GSIS premium deficiencies, a second round of workshops has been scheduled for DepEd personnel to provide the necessary support and guidance.

We look forward to your active participation in this event.

Objectives of the Cluster Workshops:

- a. To submit updated reconciliation reports by region.



**Address:** 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City  
**Telephone Nos.:** (02) 8633-9342 TeleFax No: (02) 8638-3703  
**Email Address:** [ouf@deped.gov.ph](mailto:ouf@deped.gov.ph)

4. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.
5. Meals to be provided by GSIS throughout the workshops will only include: Breakfast, AM Snacks, Lunch and PM Snacks. Dinner will be charged to your respective local funds as per diem.
6. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.
7. Please confirm your attendance through the provided link on or before the specified deadlines, adhering strictly to your region's schedule. This will also be the basis for assigning rooms to participants.

Cluster	Regions	Deadline	Confirmation Link
1	NCR & IV-A	July 31, 2024	<a href="https://bit.ly/GSISL2R4AandNCR">https://bit.ly/GSISL2R4AandNCR</a>
2	I & CAR	August 14, 2024	<a href="https://bit.ly/GSISL2R1andCAR">https://bit.ly/GSISL2R1andCAR</a>
3	IV-B & V	August 21, 2024	<a href="https://bit.ly/GSISL2R4Band5">https://bit.ly/GSISL2R4Band5</a>
4	II & III	August 28, 2024	<a href="https://bit.ly/GSISL2R2and3">https://bit.ly/GSISL2R2and3</a>
5	VI & VIII	September 4, 2024	<a href="https://bit.ly/GSISL2R6and8">https://bit.ly/GSISL2R6and8</a>
6	VII & IX	September 20, 2024	<a href="https://bit.ly/GSISL2R7and9">https://bit.ly/GSISL2R7and9</a>
7	X and XI	September 30, 2024	<a href="https://bit.ly/GSISL2R10and11">https://bit.ly/GSISL2R10and11</a>
8	XII & CARAGA	October 11, 2024	<a href="https://bit.ly/GSISL2R12andCARAGA">https://bit.ly/GSISL2R12andCARAGA</a>

For inquiries, you may email/contact the Employee Account Management Division at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) or telephone number (02) 8633-7248/ 8638-8640.

For immediate dissemination and compliance.