



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 114 - _____

October 1, 2024

To : **QUEEN KRIS REBOSQUILLO, Administrative Aide VI**
Alternate ERF Handler

Subject: **Addendum to Division Memorandum OSDS-2024-311 dated**
October 1, 2024

Relative to the Regional Memorandum AD-2024-181 dated September 30, 2024 from Mr. Allan G. Farnazo, DepEd RO XI Regional Director, this office requires you to attend the Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters – Cluster 7 (Region X and XI) on October 8-11, 2024 at Auditorium Hall, 8th floor, GSIS Head Office, Pasay City.

Attached is the memorandum for ready reference.

For guidance and compliance.

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

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: OCT 07 2024 TIME: 11:00 AM
BY: _____



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

RS-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, 8th 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: [Signature]
Date: 09.01.2024
39008

Enclosed: As stated.

ROA2/jtg

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	https://bit.ly/GSISL2R4aandNCR
2	I & CAR	August 14, 2024	https://bit.ly/GSISL2R1andCAR
3	IV-B & V	August 21, 2024	https://bit.ly/GSISL2R4Band5
4	II & III	August 28, 2024	https://bit.ly/GSISL2R2and3
5	VI & VIII	September 4, 2024	https://bit.ly/GSISL2R6and8
6	VII & IX	September 20, 2024	https://bit.ly/GSISL2R7and9
7	X and XI	September 30, 2024	https://bit.ly/GSISL2R10and11
8	XII & CARAGA	October 11, 2024	https://bit.ly/GSISL2R12andCARAGA

For inquiries, you may email/contact the Employee Account Management Division at eam@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 & VII	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 (2nd 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: sec@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.
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