

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 314-

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

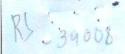
ROEd Schools Division of Digos City

ATE: OC

BY.

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-2024-181

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	
Designation	RO	per SDO
Agency Authorized Officer (AAO)	1	1
2. ERF Handler or Consolidator of GSIS remittances	1	1
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.

SEPARTMENT OF EDUCATO

RECORDS SECTION

ALLAN G. PARNAZO

Enclosed: As stated.

ROA2/jtg

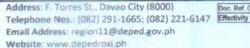
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- Venue and accommodation, as well as meals, will be provided by the GSIS Head
 Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City,
 with accommodation at the GSIS hostel.
- Meals to be provided by GSIS throughout the 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.
- 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	1 % CAR	August 14, 2024	https://bit.ly/GSISL2R1andCAR
3	IV-B & V	August 21, 2024	https://bit.ly/GSISL2R4Band5
4	11 & 111	August 28, 2024	https://bit.lv/GSISL2R2and3
5	VI & VIII	September 4, 2024	https://bit.lv/GSISL2R6and8
6	VII & IX	September 20, 2024	https://bit.ly/GSISL2R7and9
7	X and XI	September 30, 2024	https://bit.by/GSISL2R10and11
8	XII & CARAGA	October 11, 2024	https://bit.ly/GSISL2R12andCARAGA

For inquiries, you may email/contact the Employee Account Management Division at lace and a depend now per 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
- 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	1 & CAR -	August 27-30, 2024
3	IV-B & V	September 2-5, 2024
4	11 (% 111	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)

- 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)
 - "Summyry of Total (Styl
 - *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 s. Summary of Total of all a ud remittance
 - 3.9. GSIS Data Set per year
 - 3-10 Lapton
 - 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. SEVILL

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:

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 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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