



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 016, s. 2025

February 21, 2025

**3rd LEG WORKSHOP ON THE RECONCILIATION PROCESSES AND REPORTS
 OF G SIS PREMIUM DEFICIENCIES AND OTHER MATTERS (CLUSTER 1 TO 4)**

To : **MA. FLORINEL G. GALLARDO - ACCOUNTANT III**
 Remitting Agency Officer


**QUEEN KRIS ANTONNETTE Q. REBOSQUILLO -
 ADMINISTRATIVE AIDE VI
 ARA/SERVICE RECORD IN-CHARGE**


Relative to the Memorandum from Deped Central Office, this Office hereby requires the abovementioned to attend the seminar at The Grand Regal Hotel, Km. 7, JP Laurel, Davao City on February 26, 2025.

Attached is the Memorandum for ready reference.

For guidance and compliance.

For and in the absence of the SDS:


BEVERLY S. DAUGDAUG, Ed. D.
 Chief Education Supervisor
 Officer In-Charge

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: FEB 24 2025 TIME: 1:55 am
 BY: 



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

MEMORANDUM
OUF-FS-2025-0132
February 07, 2025

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

ATTENTION: CONSOLIDATORS OF GSIS PREMIUMS RECONCILIATION
HEADS, REGIONAL PAYROLL SERVICES UNIT (RPSU)
ROP ACCOUNTANT or BOOKKEEPER
ALL AGENCY AUTHORIZED OFFICERS (AAOs)
ALL ERF HANDLERS
CENTRAL OFFICE CONCERNED PERSONNEL

FROM:  ATTY. EDSON BYRON K. SY
Assistant Secretary
OIC, Office of the Undersecretary for Finance

SUBJECT: 3rd LEG WORKSHOP ON THE RECONCILIATION PROCESSES
AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER
MATTERS (CLUSTERS 1 to 4)

Due to minimal progress in the initial reconciliation phases, a third reconciliation workshop is necessary to ensure the accuracy and completeness of DepEd GSIS premium records. To facilitate this, GSIS Executive Officers will conduct the 3rd Leg of the Reconciliation Workshop in a localized and hybrid format, considering procurement timeline constraints.

This workshop, organized by GSIS in collaboration with DepEd Central Office, aims to support DepEd personnel in reconciling GSIS premium deficiencies. Given the tight procurement schedule, the sessions will be conducted regionally. The proposed schedules for GSIS regional offices are attached for reference.

Recognizing the importance of accurately reconciling GSIS premium deficiencies, a third round of workshops has been scheduled to offer DepEd personnel the necessary support and guidance.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 **TeleFax No:** (02) 8638-3703
Email Address: usec.financebpm@dep.ed.gov.ph

In line with the schedule outlined during the meeting, it is hereby instructed that the Pre-Work reconciliation of GSIS Premiums be conducted as follows:

I. Pre-Work Timeline:

- Submission of Pre-Work [SDOs including the Implementing Units Schools (IUS) to RDOs]: **(1) one week** before your respective schedule of cluster workshop
- Final Report Submission: The final report endorsed by your respective Regional Directors, should be submitted to the DepEd Central Office at the end of your respective cluster schedule. Kindly use this template: <https://tinyurl.com/2s38j63s> for your report, Annexes B to F must be properly filled out.

It is imperative that the Pre-Work for reconciliation follows the **final template provided by DepEd**. Please instruct your respective schools divisions offices (SDOs) to do the Pre-Workshop together with their GSIS branch representatives and include the Implementing Units Schools in their outputs. The deadline for submission of the final report on reconciliation process to DepEd Central Office **will be before the end of your 3rd leg workshop**. The reconciliation should **cover the period from January 2011 to December 2023**.

We look forward to your active participation in this event.

II. Objectives

- a. To ensure the submission of consolidated reports for GSIS Premiums, clarify the GSIS premium coverage period, and set clear deadlines for the final report with Regional Directors' endorsement.
- b. To determine the amount to be requested from DBM through the final leg reconciliation, which will be reflected in the 2nd Tripartite MOA.

III. Composition of Participants

Kindly ensure that the participants who will attend are those directly involved in the reconciliation process.

- **Each Regional Office Proper (ROP) may send up to (4) participants only**, with any of the following designations:
 - a. Consolidator of GSIS remittances reports from SDOs
 - b. Accountant or Bookkeeper overseeing GSIS remittances
 - c. RPSU Head or Staff
 - d. Agency Authorized Officer (AAO)
 - e. ERF Handler
 - f. CAO or SAO from Admin
- **Each Schools Division Offices (SDO) may send up to three (3) participants only**, designated as follows:
 - a. Agency Authorized Officers (AAO)
 - b. One (1) Electronic Remittance File (ERF) Handler or Accountant overseeing GSIS
 - c. Consolidator of GSIS remittances reports

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

1. E-Copy of Service Record
2. Payroll Files MASTFILE
3. FoxPro DEDFILE
4. Electronic Billing and Collection System:
 - Remittance File (EBF)
 - Summary of Total (SOT)
 - Exemption Report (Clarificatory Items, Unmatched)
5. Summary Due to GSIS General Journal per Month per Year (Accounting)
6. Unremitted based on monthly remittance (Exemption Report)
7. ERF uploaded and paid remittance
8. Summary of Total of all paid remittance
9. GSIS Data Set per year
10. Laptop
11. Extension Cord

V. Cluster Schedule per Region, Venue and Number of Pax Allowed:

Cluster	Regions	Proposed Venue	Total Number of Pax	Proposed Dates	Ops Office/ Group
1	Bohol (Region VII)	GSIS Bohol Branch Office	10	February 17-19, 2025	Visayas
2	Dumaguete (Region VII)	GSIS Dumaguete Branch Office	7	February 19-20, 2025	Visayas
3	Bacolod (Region VI)	Nature's Village	30	March 11, 2025	Visayas
4	Zamboanga Region (Region IX) - includes Dipolog and Pagadian BOs	DepEd IX Training Center	59	February 25, 2025	Mindanao
	CDO Region (Region X) - includes Malaybalay and Iligan BOs	Mulberry Hotel	145	February 25, 2025	Mindanao
	Davao Region (Region XI) - includes Tagum BO	NEAP	155	February 26, 2025	Mindanao
5	NCR and Region IV-A	GSIS Head Office, Pasay	55 (as of 2/3/2025 from DepEd)	February 26-27, 2025	NCR
6	Roxas (Region VI)	GSIS Roxas Branch Office	8-10	February 27, 2025	Visayas
	Cebu Region (Region VII)	Virtual (via Zoom)	1st day: 25 2nd day: 60-70	February 27-28, 2025	Visayas
	GenSan/Kidapawan/Cotabato Regions (Region XII)	DepEd Function Hall	20	February 28, 2025	Mindanao
7	Region IV-B and Region V	GSIS Head Office, Pasay	66	March 5-6, 2025	South Luzon
8	Iloilo and Aklan (Region VI)	GSIS Iloilo Branch Office	28	March 6, 2025	Visayas
9	Baguio	GSIS Baguio Branch		March 7, 2025	North Luzon
	Bayombong			March 7, 2025	North Luzon
	La Union			March 7, 2025	North Luzon
	Tuguegarao			March 7, 2025	North Luzon
	Cauayan			March 7, 2025	North Luzon
10	Dagupan	GSIS Laoag Branch		March 7, 2025	North Luzon
	Laoag			March 7, 2025	North Luzon
11	Bataan	GSIS Pampanga Branch		March 7, 2025	North Luzon
	Bulacan			March 7, 2025	North Luzon
	Cabanatuan			March 7, 2025	North Luzon
	Pampanga			March 7, 2025	North Luzon
12	Tarlac			March 7, 2025	North Luzon
	Antique (Region VI)	GSIS Antique Extension Office	12	March 7, 2025	Visayas
13	Tacloban Region (Region VIII) - includes Catbalogan and Maasin BOs	GSIS Tacloban Branch Office	67	March 14, 2025	Visayas

1. For clusters held at the GSIS Head Office, GSIS will provide the venue, meals, and hostel accommodations. However, please adhere to the maximum number of participants per cluster, as hostel accommodation is limited. For clusters held at GSIS branches, only the venue and meals will be provided.
2. Meals will include breakfast, AM snacks, lunch, and PM snacks throughout the workshop, while dinner expenses should be covered using your respective local funds as per diem.
3. Travel expenses and per diem for the DepEd Central Office secretariat and resource persons will be covered by FY 2025 CO-GASS-FS-EAMD funds, while participants from DepEd Regional and Schools Division Offices will be charged to their respective local funds, following standard accounting and auditing rules.
4. Kindly confirm your attendance via the link provided by the specified deadline, ensuring compliance with your region's schedule. Your response will serve as the basis for room assignments and the issuance of certificates of participation. **Please ensure that the names of participants provided are final, as changes will not be allowed after submitting the confirmation.**

Cluster	Regions	Deadline of Registration	Confirmation Link
1	VII – Bohol	February 14	https://forms.office.com/r/g5ReCE6wQk
2	VII - Dumaguete	February 14	https://forms.office.com/r/caxRjIXWiX
3	VI - Bacolod	February 20	https://forms.office.com/r/WWrDRWjQkr
4	IX, X & XI	February 20	https://forms.office.com/r/ydYF30Q98b
5	NCR & IV-A	February 21	https://forms.office.com/r/YMh5AyQ5Pd
6	VI, VII & XII	February 21	https://forms.office.com/r/vCCqGhbQx4
7	IV-B & V	February 28	https://forms.office.com/r/y4CbdGtee0
8	VI – Iloilo and Aklan	February 28	https://forms.office.com/r/y4CbdGtee0
9	I, II and CAR	February 28	https://forms.office.com/r/T7rda8QjD6
10	I and II	February 28	https://forms.office.com/r/hNp408wS5K
11	III	February 28	https://forms.office.com/r/AffwfkMauf
12	VI – Antique	February 28	https://forms.office.com/r/PJqMiGMDEG
13	VIII	February 28	https://forms.office.com/r/huczbeu9kF

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

For immediate dissemination and compliance.

DEPED PREMIUM RECONCILIATION SEMINAR FEBRUARY 26, 2025- THE GRAND REGAL HOTEL

From: Remoreras, Mellyn A. (maremoreras@gsis.gov.ph)

To: roy.enriquez@depd.gov.ph; fretzelmae.padua@depd.gov.ph; judyanne.luna@depd.gov.ph; desserie.aquino@depd.gov.ph; depeddigosdivision@gmail.com; guy.maraasin@depd.gov.ph; genie_pius@yahoo.com; noreliza.misal@depd.gov.ph; genie.pius@depd.gov.ph; genie_pius@yahoo.com; myhrrafaye.bontia@depd.gov.ph; queenalboroto21@gmail.com; depedoccidental@gmail.com; elaine.mahinay@depd.gov.ph; catherinemartinez072987@gmail.com; raquel.carbos@depd.gov.ph; cecilemarie.lopez@depd.gov.ph; roel.valdueza@gmail.com; kristinelouise.manucay@depd.gov.ph; gsis.davaodelsur@depd.gov.ph

Date: Thursday, 20 February 2025 at 06:28 pm GMT+8

Maginhawang Buhay!

Dear AAOs and RAOs,

Greetings!

For the forthcoming DEPED PREMIUM RECONCILIATION SEMINAR kindly email us, ASAP, the names of the personnel who will represent your agency.

Only two seats have been allocated to each agency, along with one agency's laptop:

1. For the individual who prepares the ARA or SERVICE RECORD
2. For the individual who prepares the Budget

When: FEBRUARY 26, 2025 – Wednesday 8:00am to 5:00pm

Registration will start at 7 AM , snacks and lunch will be served

Where: THE GRAND REGAL HOTEL, Km 7, JP Laurel Avenue, Davao City

Again, please email us the names of the person who will represent you agency ASAP.

Stay Safe and God bless,

Mellyn A. Remoreras

Billing and Collection Unit
GSIS Davao Branch Office
Tel. No. 296-2431 / Avaya 3211

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