



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 017, s. 2026

September 1, 2026

**CONDUCT OF THE JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE: UNPAID
PREMIUM RECEIVABLES (PERSONAL SHARES) FOR CLUSTER 4**

To : **CHRISTINE JOY A. SALOMON – OIC DIVISION ACCOUNTANT**
Remitting Agency Officer

GENIE D. PIUS – ADMINISTRATIVE ASSISTANT III
Division ERF Handler

Relative to the Regional Memorandum AD-2026-157 dated August 28, 2026, this Office hereby requires the abovementioned to attend the seminar at The Ritz Hotel, Garden Oases, Porras Street, Davao City on September 7 - 9, 2026.

Attached is the Memorandum for ready reference.

For guidance and compliance.

For and in the absence of the SDS:

Regional Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: 02 SEP 2026 TIME: 9:45 am
BY: [Signature]

[Signature]
SOLLIE B. OLIVER, JD., MATE
Chief Education Supervisor - SGOD
Officer In-Charge



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

August 28, 2026

REGIONAL MEMORANDUM
AD-2026-157

DISSEMINATION OF THE ADVISORY ON THE CONDUCT OF THE JOINT CLUSTER
WORKSHOP OF DEPED AND GSIS RE: UNPAID PREMIUM RECEIVABLES
(PERSONAL SHARES) FOR CLUSTER 4

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

1. Herewith is an advisory dated August 26, 2026 from Ariel C. Tandingan, Supervising Administrative Officer - OIC, FS-Employee Account Management Division, relative to the *Conduct of the Joint Cluster Workshop of DepEd and GSIS re: Unpaid Premium Receivables (personal Share) for Cluster*, contents of which are self-explanatory.
2. For information and compliance.

MARIA INES C. ASUNCION
Director IV

Enclosed: As stated.

ROA5/PS/aas



Digitally signed by
Records Section
Date: 2026.09.01 08:31:13 +0800



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Email Address: region11@deped.gov.ph
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Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

ADVISORY

Cluster 4

August 26, 2026

Relative to the conduct of the **Joint Cluster Workshop of DepEd and GSIS re: Unpaid Premium Receivables (Personal Shares) Cluster 4**, please be informed of the following:

1. The above-mentioned activity will be held on **September 07-09, 2026 for Cluster 4**, at **The Ritz Hotel at Garden Oases, Porras St., Obrero, Davao City**. The activity will start on September 08, 2026, Tuesday at exactly 8:00 AM.
2. Participants, as confirmed, shall have their respective room assignments.
3. **All Regions and Divisions are required to strictly comply with the submission of all documents necessary. Kindly upload the complete set of required documents through the following link or by scanning the QR code provided below:**



Link: <https://tinyurl.com/JCW4DocsSubmission>

Participants shall also bring accessible electronic/working copies of all required documents to the workshop, as this will be used during the reconciliation and validation activities.

Document/s

- Payroll Files MASTFILE for FY 2024 and 2025
- FY 2024 and 2025 GSIS Clarificatory Items
- FY 2024 and 2025 Summary of Employees (resigned/retired/LWOP)
- FY 2024 and 2025 Service Records (resigned/retired/LWOP) with discrepancies billing
- FY 2024 and 2025 Detailed General Ledger and Subsidiary Ledger for employee due to GSIS
- FY 2024 and 2025 Obligation Request and Status (ORS) for salaries
- UPR files for FY 2024 and 2025
- FAR No. 3 – Aging of Due and Demandable Obligations (FY 2025)

Equipment

- Laptop
- Extension Cord

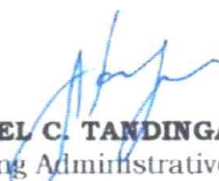


Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

	September 07, 2026 Day 0	September 08, 2026 Day 1	September 09, 2026 Day 2
Meals			
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack		✓	
Dinner	✓	✓	

- All participants are requested to be in **smart casual attire** for the duration of the event.
- Participants with laptops are encouraged to bring their own power extension cord.
- All participants are encouraged to bring jackets/blazers.
- For questions or clarifications, please coordinate with **Ms. Gwyneth P. Salvador** of Finance Service – Employee Account Management Division (FS-EAMD) via e-mail address: **fs.eamd@deped.gov.ph**.

Please be guided accordingly.


ARIEL C. TANDINGAN

Supervising Administrative Officer
Officer-in-Charge
FS-Employee Account Management Division