



Republic of the Philippines

## Department of Education

Region XI  
SCHOOLS DIVISION OF PANABO CITY

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### Office of the Schools Division Superintendent

#### DIVISION MEMORANDUM

OSDS-2024-0138

To : Assistant Schools Division Superintendent  
**GLENN B. SEPARIS**, Accountant III  
**GIZELLE I. RADO**, Administrative Officer II  
All Concerned

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

Date : October 1, 2024

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Attached is the Office of the Undersecretary for Finance Memorandum No. 2024-0548 dated July 17, 2024, and Regional Memorandum No. AD 2024-181 re: Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and other Matters – Clusters 1-8 (2nd Leg) on October 8-11, 2024, at the GSIS Head Office, Pasay City.

In line with this, the following personnel are directed to attend the workshop:

1. **GLENN B. SEPARIS**, Accountant III
2. **GIZELLE I. RADO**, ERF Handler/ Service Records In-Charge

Travel, meals, and incidental expenses related to the attendance of the above meeting shall be charged to the Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.

For information, guidance, and attendance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosed: as stated  
OSDS/reg

RELEASED

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RECORDS SECTION SDO PANABO CITY  
BY 



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

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**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

*Annalyn M. Sevilla*  
**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**

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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.

b. To gather the funding requirements to secure funding approval from the 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:**

<b>Clusters</b>	<b>Regions</b>	<b>Dates*</b>
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.

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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.

ALLAN G. YARNAZO  
Director IV

