



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

24-15727 (OLD)

24-15721 (NEW)

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-173

To : Assistant Schools Division Superintendent
JOHN OSLEC F. BAWI IN, Administrative Assistant III/AAO
JENECES GRACE L. BUCAN, Administrative Officer II/ ERF Handler
All Concerned

Subject: **WORKSHOP ON THE RECONCILIATION PROCESSES AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS - CLUSTERS 1-8 (2nd Leg)**


Date : September 24, 2024

Attached is the Office of the Undersecretary for Finance Memorandum No. 2024-0548 dated July 17, 2024, 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. **JOHN OSLEC F. BAWI IN**, Administrative Assistant III/AAO
2. **JENECES GRACE L. BUCAN**, Administrative Officer II/ ERF Handler

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

RELEASED

Enclosed: as stated
OSDS/reg

CCT 01 2024



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RECORDS SECTION SDO PANABO CITY
BY 




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: 
ANNALYA 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: usec.financebpm@deped.gov.ph

- 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:

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 & 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.

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 fs.eamd@deped.gov.ph or telephone number (02) 8633-7248/ 8638-8640.

For immediate dissemination and compliance.



ADVISORY TO ALL DEPED WORKSHOP CLUSTER 7 PARTICIPANTS

Attached is the proposed **Programme** for the three-day **DepEd Cluster Workshop (Cluster 7 - Regions X & XI)** to be held on **8-11 October 2024**, for information of the participants.

Kindly take note of the following information and reminders:

a) Venue

- The venue for the workshop is **at Level 8, Core D, GSIS Home Office, Financial Center Complex, Pasay City.**
- On **Days 1 to 3, 9-11 October 2024 (program proper)**, all participants are requested to proceed directly to the workshop venue.

b) Accommodation

- On **Day 0 (zero), 8 October 2024**, all participants who availed of accommodation in the GSIS Hostel are requested to proceed directly to **Level 4 Hostel, Core G, GSIS Home Office**, for the room assignments.
- Upon registration, kindly present a valid government-issued ID. GSIS identification cards will be given by the designated personnel of the Hostel. In addition, room assignments will be handled by the Hostel personnel.

IMPORTANT: All participants are required to wear the GSIS identification card from time/day of arrival at and until departure from the GSIS.

Note: For participants who are not staying in the GSIS Hostel and will be arriving on **Day 1 (9 October 2024)**, the GSIS identification card will be issued at the attendance-registration desk at the workshop venue.

- No toiletries will be provided during the event. Only beddings will be supplied. **Please ensure to bring your own bath towels, toiletries and extension cords.**
- Smoking inside the GSIS Hostel is strictly prohibited.
- Cooking, eating, and bringing food inside the rooms are not allowed. A dining area in the Hostel is available for the use of the participants.
- Doing laundry in the comfort or shower rooms is not allowed.

c) Meals

- **No meals will be provided on Day 0 (zero), 8 October 2024.** Participants may buy food and dine at the canteen located at the second floor of the GSIS building during office hours.
- Breakfast, AM snack, lunch, and PM snack from Days 1 to 3, 9-11 October 2024, will be served at the workshop venue (Level 8, Core D). Breakfast will be served at 7:00 AM.

d) Transportation

- Transportation from GSIS to SM Mall of Asia and vice versa will be provided to all DepEd participants on days 1 and 2 of the workshop (9-10 October 2024) only. Please see schedule of departure and pick-up below:

GSIS Vehicle Plate No.	Schedule of Departure from GSIS Pasay to SM Mall of Asia @ Main Drop-off Area	Schedule of Pick-up from SM Mall of Asia to GSIS Pasay @ SM MOA By-the-Bay Overpass
Plate No. to be announced	5:30 PM	8:30 PM
<i>Note: Vehicle (coaster) has full capacity of 29 persons per trip</i>	6:00 PM	9:00 PM

e) Attire

- **All participants are requested to be in smart casual** for the duration of the event.

f) Certificate of Attendance

- The Certificate of Attendance (CA) will be released on day 3 (11 October 2024).
- In case the registered participant was not able to attend the workshop and an alternate attended in his/her behalf, the alternate must inform the Secretariat so that the certificate will be prepared and be ready on day 3.
- The CA will be released only to the participant upon surrender of the GSIS ID issued for the workshop at the registration desk (level 8).

g) Others

- Participants with laptops are encouraged to bring their own power extension cord.
- All participants are encouraged to bring jackets/blazers.
- If the participant is experiencing symptoms related to COVID-19, please immediately inform the DepEd point person or take antigen test for precautionary measures.