



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0027

To : Assistant Schools Division Superintendent
Division GSIS Agency Authorized Officer (AAO)
Division GSIS ERF Handler
Division GSIS Service Record In-Charge
Secondary Implementing Units AAO/ERF Handler
All Concerned

Subject: **3RD LEG WORKSHOP ON THE RECONCILIATION PROCESSES AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS – CLUSTER 4**

Date : February 21, 2025

Attached is the Office of the Undersecretary for Finance Memorandum No. OUF-FS-2025-0132 dated February 07, 2025, and GSIS Tagum Memorandum dated February 20, 2025; re: 3rd Leg Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and other matters (Clusters 1-4), to be conducted on February 26, 2025 at Grand Regal Hotel, J.P. Laurel Ave., Lanang, Davao 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
3. **GIZELLE I. RADO**, Administrative Officer II/Service Record In-Charge
4. **RAQUEL D. ALEGRIA**, Antonio O. Floirendo NHS AAO/ERF Handler
5. **JENNIFER S. TOLENTINO**, Don Manuel JMNHS AAO/ERF Handler
6. **YVONY C. CUBIJANO**, Southern Davao NHS AAO/ERF Handler



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
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7. **HANNAH MAE Y. TABUNO**, San Vicente NHS AAO/ERF Handler
8. **LEAH F. LIM**, Panabo City NHS AAO/ERF Handler

Travel, meals, and incidental expenses related to the attendance of the above meeting shall be charged to the School MOOE or 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
School Division Superintendent
Office of the Schools Division Superintendent

RELEASED

FEB 24 2025

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
PANABO CITY

Enclosed: as stated
OSDS/reg/ncrm/jglb



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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.

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: 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 (ERF)
 - 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 | Palawan (Region VII) | GIS School Branch Office | 20 | February 17-19, 2025 | Visayas |
| 2 | Davao del Norte (Region VIII) | GIS Davao del Norte Branch Office | 7 | February 19-20, 2025 | Visayas |
| 3 | Antique (Region VI) | Natural's Village | 37 | March 11, 2025 | Visayas |
| | Zamboanga del Sur (Region IX) includes Ozamiz and Cotabato City | DepEd Learning Center | 59 | February 25, 2025 | Mindanao |
| 4 | Compostela (Region XI) includes Marikina and Cagayan City | Marikina Hotel | 145 | February 25, 2025 | Mindanao |
| | Davao Region (Region XI) includes Cotabato | MCIT | 175 | February 26, 2025 | Mindanao |
| 5 | North and Central Luzon | GIS Head Office, Manila | 55 (pax) 2 (MCIT) for MCIT | February 26-27, 2025 | NCR |
| | Rizal (Region IV) | GIS Rizal Branch Office | 5 (pax) | February 27, 2025 | Visayas |
| 6 | Agusan del Sur (Region XII) | Virtual (via Zoom) | 14 (pax) 2 (MCIT) for MCIT | February 27-28, 2025 | Visayas |
| | Isabela (Region I) | DepEd Learning Center | 20 | February 28, 2025 | Mindanao |
| 7 | Region IV South Region V | GIS Head Office, Manila | 10 | March 5-6, 2025 | South Luzon |
| 8 | Isabela (Region I) | GIS Baguio Branch Office | 25 | March 6, 2025 | Visayas |
| | Region I | | | March 7, 2025 | North Luzon |
| | Region I | | | March 8, 2025 | North Luzon |
| 9 | La Union | GIS Baguio Branch | | March 9, 2025 | North Luzon |
| | Maguindanao | | | March 9, 2025 | North Luzon |
| | Compostela | | | March 9, 2025 | North Luzon |
| 10 | Baguio | GIS Baguio Branch | | March 9, 2025 | North Luzon |
| | La Union | | | March 9, 2025 | North Luzon |
| | Maguindanao | | | March 9, 2025 | North Luzon |
| 11 | Compostela | GIS Baguio Branch | | March 9, 2025 | North Luzon |
| | La Union | | | March 9, 2025 | North Luzon |
| 12 | Ateneo (Region VI) | GIS Antenor Pineda Branch Office | 12 | March 9, 2025 | Visayas |
| 13 | La Union (Region I) | GIS Baguio Branch Office | 67 | March 10, 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 COTGASS PS 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 | VIII – Bohol | February 14 | https://forms.office.com/r/gpReCEtwQk |
| 2 | VII – Dumaguete | February 14 | https://forms.office.com/r/caxRjENWtX |
| 3 | VI – Bacolod | February 20 | https://forms.office.com/r/WWtDRWjQkr |
| 4 | IX, X & XI | February 20 | https://forms.office.com/r/ydYF40Q98b |
| 5 | NCR & A A | February 21 | https://forms.office.com/r/YM13A5QSPd |
| 6 | VI, VII & XII | February 21 | https://forms.office.com/r/vCCqGfbbQx4 |
| 7 | IV, B & A | February 28 | https://forms.office.com/r/v40bdcGtee0 |
| 8 | VI – Iloilo and Aklan | February 28 | https://forms.office.com/r/v40bdcGtee0 |
| 9 | I – Batang CAB | February 28 | https://forms.office.com/r/T7tda8QjD6 |
| 10 | Caraga | 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/P1qMhGMDEG |
| 13 | VIII | February 28 | https://forms.office.com/r/huqzben9kf |

For inquiries, you may email/contact Employee Account Management Division, at eamdiv@gsis.gov.ph or telephone number (02) 8637-7248 / 8638-8640.

For immediate dissemination and compliance:



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
TAGUM BRANCH OFFICE



MEMORANDUM

For : **The School Division Superintendents**
DepEd Division Office of Davao Del Norte
DepEd Division Office of Davao De Oro
DepEd Division Office of Davao Oriental
DepEd Division Office of Mati City
DepEd Division Office of Panabo City
DepEd Division Office of Tagum City

Through : **The Chief Administrative Officers/Accountants**

From : **The Branch Manager**
GSIS Tagum Branch Office

Date : February 20, 2025

Subject : 3rd Leg Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies for 2011-2023 and other matters 4)
(Cluster 4)


GSIS in collaboration with DepEd Central Office will conduct a 3rd Leg Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies on February 26, 2025 at Grand Regal Hotel J.P. Laurel Ave., Lanang, Davao City.

The Workshop aims to establish updated reconciliation reports of GSIS Premium Deficiencies for the period of 2011 to 2023 to determine the amount to be requested from DBM through the final leg reconciliation, which will be reflected in the 2nd Tripartite MOA.

In this regard, we respectfully request three (3) participants from Division Office and one (1) representative from Implementing Units under each Division Offices who are directly involved in reconciliation process.

We would appreciate confirmation of their attendance not later than February 24, 2025 thru email to Ms. Sharon Ruth C. Alingalan at srcalingalan@gsis.gov.ph.

Thank you for your partnership. We are looking for a fruitful workshop with your representatives.


MA JESUSA P. SALONGA
Branch Manager