



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
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph



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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

RECORDED SECTION AND INDEXED CITY



Enclosed: as stated
OSDS/reg/ncrm/jglb



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

MEMORANDUM
OUF-FS-2025-0122
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. RPSO 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 (ESBF)
 - Summary of Total (SOT)
 - Exemption Report (Clarificatory Items, U-matched)
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	Butig (Region VI)	GSIS Butig Branch Office	50	February 17-19, 2025	Visayas
2	Davao City (Region XI)	GSIS Davao City Branch Office	7	February 19-20, 2025	Visayas
3	Surigao (Region VI) Zamboanga Del Norte (Region XI) - includes Opol and Opol-Subic CAG (Region XI) - includes Butig/Balabac and Davao City	National Villaria	37	March 1-11, 2025	Visayas
4	Surigao (Region XI) Davao City (Region XI)	DepEd Davao Training Center	59	February 26, 2025	Mindanao
5	Surigao (Region XI) Davao City (Region XI)	Mabini Hall	145	February 26, 2025	Mindanao
6	Surigao (Region XI) Davao City (Region XI)	MSU Davao City	125	February 26, 2025	Mindanao
7	BU and Region XI-A	GSIS Head Office, Davao	56 (28 M/28 F)	February 26-27, 2025	NCR
	Kinabuhang (Region VI)	GSIS Davao Branch Office	5-10	January 27, 2025	Visayas
8	Cebu/Mactan (Region VII)	Virtual (via Zoom)	140 (70 M/70 F)	February 27-28, 2025	Visayas
9	Tambon, Kaputian, Antipolo (Region IV)	DepEd Function Hall	20	February 28, 2025	Mindanao
10	Region IV-B and Region V	GSIS Head Office, Davao	10	March 5-6, 2025	South Luzon
11	Teknolohikal (Region VI) Region 2	GSIS Butig Branch Office	25	March 6, 2025	Visayas
12	Taft (Region VI)	GSIS Davao Branch Office	25	March 7, 2025	North Luzon
13	Tagum (Region XI)	GSIS Davao Branch Office	25	March 7, 2025	North Luzon
14	Tagum (Region XI)	GSIS Davao Branch Office	25	March 7, 2025	North Luzon
15	Tagum (Region XI)	GSIS Davao Branch Office	25	March 7, 2025	North Luzon
16	Tagum (Region XI)	GSIS Davao Branch Office	25	March 7, 2025	North Luzon
17	Tagum (Region XI)	GSIS Davao Branch Office	25	March 7, 2025	North Luzon
18	Alibug (Region VI)	GSIS Antipolo Function Hall	12	March 7, 2025	Visayas
19	Tarlac (Region VI) - includes Lubao and Minalin, Pampanga	GSIS Tarlac Branch Office	62	March 11-20, 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 item
3. Travel expenses and per diem for the DepEd Central Office secretariat and resource persons will be covered by FY 2023 C-1 GASS 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	VII - Bohol	February 14	https://forms.office.com/r/gsReCEtsw0k
2	VII - Dumaguete	February 14	https://forms.office.com/r/caxRjFXWiX
3	VI - Bacolod	February 20	https://forms.office.com/r/WW1DRWjQkr
4	IV, V, VI, VII	February 20	https://forms.office.com/r/ydYEA0Q98b
5	VI, VII, VIII	February 21	https://forms.office.com/r/VM13AVQ5Pd
6	VI, VII, IX, XII	February 21	https://forms.office.com/r/vCqGhbQx4
7	IV, B, V, A	February 28	https://forms.office.com/r/v1OBdGteet
8	VI - Ilolo and Aklan	February 28	https://forms.office.com/r/v1OBdGteet
9	I, II, III, CAG	February 28	https://forms.office.com/r/T7ida8QjD6
10	I, II, III	February 28	https://forms.office.com/r/lNp408wS5K
11	III	February 28	https://forms.office.com/r/ASwf8kMouf
12	VII - Aklan	February 28	https://forms.office.com/r/1HqMIGMDEG
13	VIII	February 28	https://forms.office.com/r/1uqzben9kf

For inquiries, you may email/contact Employee Account Management Division, 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

