



Republic of the Philippines
Department of Education
Caraga Region XIII - Caraga
J.P. Rosales Ave., Butuan City



September 17, 2018

MEMORANDUM

TO : All Schools Division Superintendents
All Secondary School Heads of Implementing Units
All Others Concerned

ATTENTION : Division Accountants and Disbursing Officers of IUs

SUBJECT : Report on Compliance with the Deadline in Remitting
GSIS Personal and Government Shares

Pursuant to the Urgent Memorandum issued by Undersecretary Victoria L. Medrana-Catibog, copy attached, it is hereby requested that a Status Report on the amount/s of remittance/s and compliance with the cut-off date of every 10th day of the following month, as required by the GSIS in remitting all GSIS PERSONAL and GOVERNMENT SHARES for premiums deducted from the salaries of DepED Personnel in your Division for the period JANUARY 2017 to AUGUST 2018 (20 months) using the attached format and email direct to the Central Office at the Employee Account Management Division with email address fs.eamd@deped.gov.ph.

Deadline for submission of the Status Report direct to the Central Office is on **SEPTEMBER 28, 2018.**


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

ROA1/rlo



Republic of the Philippines
Department of Education

364784

Office of the Undersecretary for Finance
Disbursements and Accounting

URGENT

DM – OUFDA – 2018 – 016

September 13, 2018

TO : Regional Directors
Director IV, Bureau of Human Resource and Organizational Development
Director IV, Administrative Service
Schools Division Superintendents
Heads, Implementing Unit (IU) Secondary Schools

ATTENTION : The Regional Chiefs, Administrative/Finance Divisions
Officer-In-Charge, Personnel Division-Central Office
Camp Superintendent, Baguio Teachers Camp (BTC)

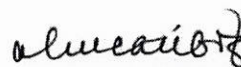
FROM : **VICTORIA L. MEDRANA CATIBOG**
Undersecretary

SUBJECT : **REPORT ON COMPLIANCE WITH THE DEADLINE IN REMITTING
GSIS PERSONAL AND GOVERNMENT SHARES**

1. The House of Representatives' Committee on Basic Education and Culture, through the Committee on Education, is directing the Department to submit position papers, comments, and/or recommendations, particularly on House Resolution No. 1729 entitled "**RESOLUTION TO CONDUCT AN URGENT INQUIRY IN AID OF LEGISLATION ON THE DELAYED REMITTANCE OR NON-REMITTANCE OF THE PERSONAL AND GOVERNMENT SHARES OF THE TEACHERS IN GOVERNMENT SERVICE INSURANCE SYSTEM PREMIUMS BY THE DEPARTMENT OF EDUCATION,**" copy attached for your reference.

2. All Regional Chiefs of Administrative/Finance Divisions are hereby directed to submit to the Employee Account Management Division, this Office, at email address fs.eamd@deped.gov.ph, on or before **September 28, 2018**, the **consolidated status report using the attached templates (see Annexes "A-1" for regular payroll and "A-2" for supplementary payroll)** for all IUs under their respective jurisdictions, as to the amount of remittance and compliance with the cut-off date of every 10th day of the following month, as required by the Government Service Insurance System (GSIS) in remitting all GSIS personal and government shares for premiums deducted from the salaries of DepEd personnel for the period January 2017 to August 2018 (20 months). The Officer-In-Charge of Personnel Division and BTC Superintendent are also instructed to comply with the same.

3. For immediate compliance.


V. L. M. CATIBOG

Attachment: As stated.

eamd/joelrey

Annex "A-1"

[illegible]

Certified by:

SIGNATURE OVER PRINTED NAME
Chief Administrative Officer
Administrative Division

COMPLIANCE TO GSIS PREMIUM REMITTANCE DEADLINE
SUPPLEMENTARY PAYROLL
From January 2017 to August 2018
DepEd Region _____
In compliance with DM-OUFDA-2018-0016

Annex "A-2"

Office/School	Payroll Month	Total No. of Personnel in the Supplementary Payroll	No. of Personnel with GSIS Premium Remittance [Source: Summary of Totals from the GSIS EBICS]	Difference (c) = (a) – (b)	Total Amount that should be remitted to GSIS (in Php) [Source: Supplementary Payroll]	Total Amount Remitted to GSIS (in Php) [Source: Summary of Totals from the GSIS EBICS]	Difference (f) = (d) – (e)	Date Remitted (mm/dd/yyyy) [Source: Official Receipt from GSIS]	Complied with Deadline? (Yes/No)	Reason(s) for Non-Compliance with the Deadline and/or Non-Remittance	Remarks / Recommendations to Address the Issue
1. Regional Office Proper	January 2017	(a)	(b)	(c) = (a) – (b)	(d)	(e)	(f) = (d) – (e)	(g)	(h)	(i)	(j)
	February 2017										
	August 2018										
2. Schools Division Office 1	January 2017										
	February 2017										
	August 2018										
a. Implementing unit 1	January 2017										
	February 2017										
	August 2018										
...	August 2018										

Prepared by:

SIGNATURE OVER PRINTED NAME
Administrative Officer V
Personnel Section

Certified by:

SIGNATURE OVER PRINTED NAME
Chief Administrative Officer
Administrative Division