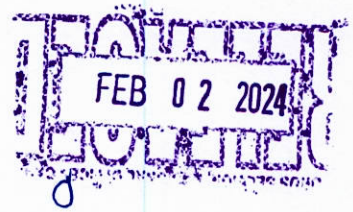




Republic of the Philippines
Department of Education
CARAGA REGION



February 01, 2024

REGIONAL MEMORANDUM

No. 0020, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SDO PERSONNEL (IN-CHARGE OF CONSOLIDATION OF
GSIS REMITTANCES)
SDO ACCOUNTANT or BOOKKEEPER (IN-CHARGE OF
GSIS REMITTANCES)
This Region

CONVERGENCE IN PREPARATION FOR THE WORKSHOP ON THE
RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES

1. Relative to the upcoming conduct of Cluster 4 workshop on the reconciliation of reported GSIS premium deficiencies of DepEd Personnel for the year 2012 to 2013 on February 20, 2024, a convergence on February 7, 2024, 8:00 AM to be hosted by GSIS Butuan and Surigao shall be conducted.
2. This office would like to request two (2) participants particularly the AAO or assigned consolidator of remittances for GSIS and ERF handler, accountant, or bookkeeper (in-charge of GSIS remittances). For SDOs with more than two personnel handling GSIS remittances are also requested to attend the said convergence. The venue of the activity will soon be announced.
3. Travelling expenses, food and accommodation incurred by the participants are chargeable against the division funds subject to the usual accounting and auditing rules and regulations.
4. For any further clarifications on the conduct of this activity please contact DepEd Caraga Regional Office through this email address, sheryl.puyo@deped.gov.ph or anvenm@yahoo.com.
5. Immediate dissemination of this memorandum is directed.

MARIA INES C. ASUNCION

Director III
OIC – Regional Director
Office of the Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
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Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2024-02-01755

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Effectivity	02.01.23	Page	1 of 2

Encl/s.: ATC-2023-CO-00588
Reference/s: ATC-2023-CO-00588
To be indicated in the Perpetual Index
under the following subjects:

MEMORANDUM

GSIS

PREMIUMS

RECONCILIATION

ASD/rb
02/01/2024



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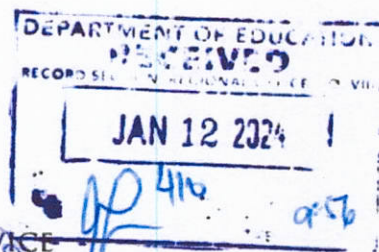


2024-02-01755

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Republic of the Philippines
Department of Education
OFFICE OF THE DIRECTOR IV, FINANCE SERVICE



MEMORANDUM

TO: **ALL REGIONAL DIRECTORS**

ATTENTION: **CHIEFS OF ADMINISTRATIVE AND FINANCE DIVISION
HEAD, REGIONAL PAYROLL SERVICES UNIT (RPSU)
REGIONAL OFFICE PROPER (ROP) ACCOUNTANT or
BOOKKEEPER
ROP PERSONNEL UNIT (IN-CHARGE OF GSIS REMITTANCES)
SDO PERSONNEL (IN-CHARGE OF CONSOLIDATION OF GSIS
REMITTANCES)
SDO ACCOUNTANT or BOOKKEEPER (IN-CHARGE OF GSIS
REMITTANCES)
CENTRAL OFFICE CONCERNED PERSONNEL**

FROM: **ANA MARIE C. CALAPIT**
Director IV, Finance Service

SUBJECT: **CONDUCT OF 4-CLUSTER WORKSHOPS ON THE
RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES
OF DEPED PERSONNEL FOR YEAR 2012 TO 2023**

DATE: **January 8, 2024**

This is to inform you that the DepEd Central Office (CO) - Employee Account Management Division (EAMD) and Personnel Division will be conducting the **"Workshop on the Reconciliation of Reported GSIS Premium Deficiencies of DepEd Personnel for the year 2012 to 2023"** nationwide in four (4) clusters. In this connection, we are inviting concerned Regional and Schools Division personnel to participate in the said workshop **[ATC-2023-CO-00588]**.

1. The workshop aims to:

- Submit the current status of reconciliation per region;
- Review the submitted datasets of Regional and Schools Division Offices;
- Discuss the issues and concerns of the Regional and Schools Division Offices in accomplishing the given datasets;
- Determine the possible recalibration methods in accomplishing the datasets and reconciling the premium deficiencies;
- Strengthen coordination with GSIS and relevant stakeholders to establish a streamlined processes and mechanism for regular reconciliation of premium deficiencies; and
- Define the ways forward.

2. Cluster Schedule and Venue:

CLUSTER	REGIONS	SCHEDULE (inclusive of travel time)		VENUE
		Check-in	Check-out	
1 – South Luzon (SL)	IV-A, IV-B, V & NCR	January 16, 2024 2:00 PM	January 19, 2024 12:00 NN	Avenue Plaza Hotel, Naga City
2 – North Luzon (NL)	I, II, III & CAR	January 23, 2024 2:00 PM	January 26, 2024 12:00 NN	Hotel Linda, Vigan City
3 – Visayas	VI, VII & VIII	February 13, 2024 2:00 PM	February 16, 2024 12:00 NN	GO Hotels, Iloilo City
4 – Mindanao	IX, X, XI, XII & XIII	February 20, 2024 2:00 PM	February 23, 2024 12:00 NN	Panorama Suites, Davao City

First Meal: PM Snacks

Last Meal: Lunch

3. **Regional Office Proper (ROP)** must be represented by the following participants:

- One (1) Agency Authorized Officer (AAO) or Assigned Consolidator of remittances for GSIS
- One (1) Electronic Remittance File (ERF) Handler or RPSU Representative (In-Charge of GSIS Remittances)
- One (1) Accountant or Bookkeeper (In-Charge of GSIS Remittances)
- One (1) Chief Administrative Officer, Administrative Division or RPSU HEAD

Schools Division Offices (SDOs) must be represented by the following:

- One (1) AAO or Assigned Consolidator of Remittances for GSIS (Personnel Handling Payroll)
- One (1) ERF Handler, Accountant or Bookkeeper (In-Charge of GSIS Remittances)

*Two (2) representatives each from selected Host Regions or School Division Offices (to be indicated on a separate Advisory).

4. The following documents must be prepared and brought to the workshop:

- E-Copy of Service Record
- Payroll Files MASTFILE
- Unremitted Premium based on monthly Payroll
- Electronic Billing and Collection System (Locked and Paid)
 - *Electronic Remittance File (ERF)
 - *Summary of Total (SOT)
- Check Disbursement Journal (GSIS)
- Due to GSIS Subsidiary Ledger
- Trial Balance
- General Journal
- Updated GSIS Data Sets per year
- Laptop
- Extension Cord

5. The cost of board and lodging, venue hall, supplies/materials and other related expenses/contingencies of the participants for the above-mentioned workshops shall be charged to FY 2023-CO-GASS. Traveling, per diem and other incidental expenses of:

- a. Central Office participants and resource persons shall be charged to FY 2023-CO-GASS;
- b. Regional Office, Schools Division Office participants, and GSIS representatives shall be charged to their respective local funds.

All disbursements/expenses are subject to usual government accounting and auditing rules and regulations.

6. Kindly submit attendance confirmation of participants through the link:

Cluster	Regions	Deadline	LINKS
1 - SL	IV-A, IV-B, V, and NCR	January 11, 2024	https://bit.ly/GSISRecon_Cluster1
2 - NL	I, II, III, and CAR	January 18, 2024	https://bit.ly/GSISRecon_Cluster2
3 - Vis.	VI, VII, and VIII	February 08, 2024	https://bit.ly/GSISRecon_Cluster3
4 - Min.	IX, X, XI, XII and XIII	February 15, 2024	https://bit.ly/GSISRecon_Cluster4

7. For inquiries, you may email/contact Mr. Jayson Monis, Administrative Officer II and Ms. Lavinia Alvarado, Technical Assistant II of Employee Account Management Division, at fs.eamd@deped.gov.ph or telefax number (02) 8633-7248.
8. For immediate dissemination and compliance.

/eamd:rgm