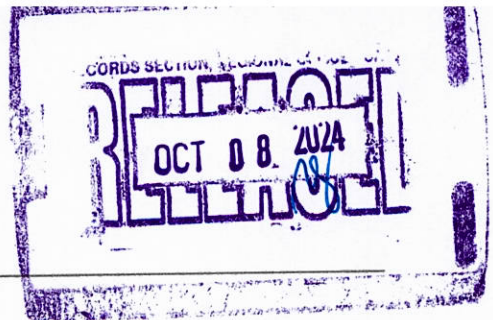




Republic of the Philippines
Department of Education
CARAGA REGION



OCT 08 2024

REGIONAL MEMORANDUM
No. **1064**, s. 2024

To: Schools Division Superintendents
Administrative Officer V
GSIS Agency Authorized Officer (AAO)
GSIS ERF Handler or Consolidator of GSIS Remittances
All Others Concerned

DISSEMINATION OF MEMORANDUM OUF - 2024 - 0548 RE: WORKSHOP ON
THE RECONCILIATION PROCESSES AND REPORTS OF GSIS PREMIUM
DEFICIENCIES AND OTHER MATTERS - CLUSTERS 1-8 (2ND LEG)

1. This office hereby disseminates the conduct of DepEd Cluster Workshop (Cluster 8 - Region XII and CARAGA) organized by DepEd Central Office in partnership with the Government Service Insurance System (GSIS) to be held from October 21 to 24, 2024 at Level 8, Core D, GSIS Home Office, Financial Center Complex, Pasay City.
2. Refer to the attached memorandum for the activity matrix.
3. Travel expenses and meals (dinner) incurred by participants are chargeable to the division funds subject to the usual accounting and auditing rules and regulations.
4. For more information, please contact Ms. Sheryl R. Puyo, Administrative Officer V, Administrative Services Division (ASD) at sheryl.puyo@deped.gov.ph.
5. Immediate dissemination of this memorandum is enjoined.

MARIA INES C. ASUNCION
Director III
Officer-in-charge
Office of the Regional Director

Encl.: Memorandum OUF-2024-0548
Reference: Memorandum OUF-2024-0548
To be indicated in the Perpetual Index
under the following subjects:

DEDUCTIONS

PAYMENT

SALARY

ASD/rb
10/07/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-10-16318

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Effectivity	02.01.23	Page	1 of 1





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: 
ANNALYN 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@depd.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.