



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 10, 2022

**REGIONAL MEMORANDUM**

No. **106**, s. 2022

**REMINDER ON THE PREMIUM CONTRIBUTIONS OF RETIRING/SEPARATING MEMBERS TO THE GOVERNMENT SERVICE INSURANCE SYSTEM**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a letter from Rolando L. Macasaet, President and General Manager, Government Service Insurance System, reminding all government agencies and instrumentalities the corresponding premium contributions of a retiring/separating member for his/her last month of service to be duly remitted to GSIS within the first ten (10) calendar days of the following month to which the contributions apply.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**

Regional Director

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

CONTRIBUTION

GSIS

PREMIUM

RETIRING/SEPARATING EMPLOYEES



AD-PS-EDR





**GSIS** Government Service Insurance System  
Financial Center, Pasay City, Metro Manila 1308

000475

January 11, 2022



THE HEAD OF AGENCY

Dear Sir/Madam:

As part of our continuing efforts to provide social security and quality service to our members, the GSIS has approved the Amended Guidelines on the Computation of the Average Monthly Compensation (AMC) under Office Order No. 514-20 dated 16 December 2020.

In this regard, we would like to remind and inform all government agencies and instrumentalities the corresponding premium contributions of a retiring/separating member for his/her last month in service must be duly remitted to GSIS.

The payment for monthly contributions is provided under the Revised Implementing Rules and Regulations (RIRR) of RA No. 8291, Rule II, Subsection 2.1 of Section 2 (Compulsory Membership), which states that:

***All government personnel, whether elective or appointive, irrespective of status of appointment, provided they are receiving fixed monthly compensation and have not reached the mandatory retirement age of 65 years, are compulsory covered as members of the GSIS and shall be required to pay contributions.***

And, under Rule III, Subsection 14.1 of Section 14 (Remittance of Contributions), which further states that:

***Each government agency shall remit directly to the GSIS the employees' and government agency's contributions within the first Ten (10) days of the calendar month following the month to which the contributions apply. The remittance by the government agency of the contributions to the GSIS shall take priority over and above the payment of any and all obligations, except salaries and wages of its employees.***

The remittance of premiums for the last month in service will ensure that the computation of AMC, as amended, shall include the last 36 months of service with PPP or Periods with Paid Premiums, which will maximize the benefits of our members.

Thank you for the continued support as we look forward to a stronger partnership with you in the government service.

Very truly yours,

**ROLANDO L. MACASAET**  
President and General Manager

By:

  
**ROSENIE G. CHAVEZ**  
Branch Manager, GSIS Tacloban Branch