



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

January 26, 2023

**REGIONAL MEMORANDUM**

No. **092**, s. 2023

**PROCESS FLOW IN REQUESTING CERTIFICATION OF REMITTANCES  
FOR GSIS/PAG-IBIG PREMIUMS AND LOANS**

To: Schools Division Superintendents  
Regional Office Personnel  
All Others Concerned

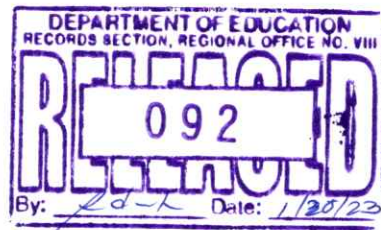
- Attached is a Memorandum dated 04 January 2023 from Kristian R. Ablan, Undersecretary for Administration, DepEd Central Office with the subject: **Process Flow in Requesting Certification of Remittances for GSIS/Pag-IBIG Premiums and Loans.**
- Immediate dissemination of and strict compliance with 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:

CERTIFICATION  
PROCESS FLOW  
REMITTANCES



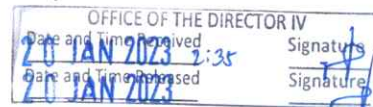
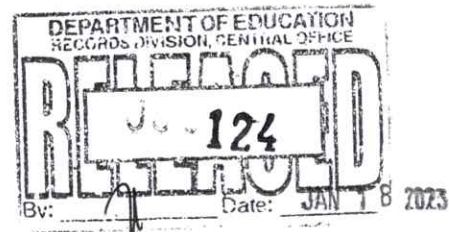
AD-PS-EDR





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa



OUA-OUT-010423-008

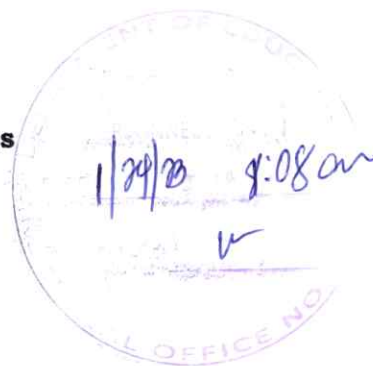
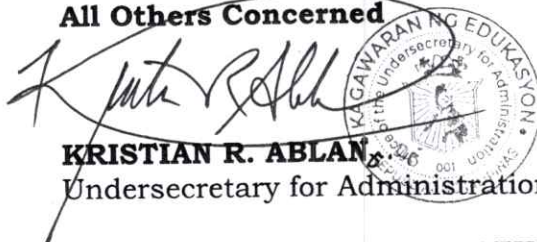
**MEMORANDUM**

04 January 2023

TO : **Regional Directors  
 Schools Division Superintendents  
 Public School Heads  
 All Others Concerned**

FROM : **KRISTIAN R. ABLAN**  
 Undersecretary for Administration

SUBJECT : **PROCESS FLOW IN REQUESTING CERTIFICATION OF  
 REMITTANCES FOR GSIS/PAG-IBIG PREMIUMS AND  
 LOANS**



In 2013, the Department of Budget and Management (DBM) approved the Department of Education (DepEd) Rationalization Plan, as enforced by DepEd Order No. 52, s. 2015 or the “New Organizational Structures of the Central, Regional, and Schools Division Offices of DepEd,” which involves changes in the structure and staffing pattern of offices at the Central, Regional, and Division level. One of the changes was to rename the Finance and Management Service-Systems Division (FMS-Systems) to User Support Division (USD) and transfer it under the Information and Communications Technology Service (ICTS). **(Annex 1)**

Since its establishment, the FMS-Systems Division has been verifying the GSIS and Pag-IBIG premium and loan remittances of DepEd personnel whose payroll of salaries were processed and issued by the former FMS-Payroll Services Division classified as “**DepEd IBM-paid.**” This process led to the issuance of **Certification of Remittances** by the Finance Service.

Prior to the COVID-19 pandemic, this service was originally limited to walk-in clients only. However, due to the onset of the pandemic, the process was enhanced by USD through the issuance of “Process Flow, the User Guide, and the Frequently Asked Questions” **(Annexes 2, 3, and 4)**. The enhancement ensures that certification requests are expeditiously processed and the requirement for clients to be physically present at the Central Office is eliminated.

DepEd IBM-paid personnel may avail themselves of this service provided they were working from: (a) elementary and secondary schools in NCR; and (b) elementary schools in all other regions. Said DepEd personnel may file their request through

**Office of the Undersecretary for Administration**

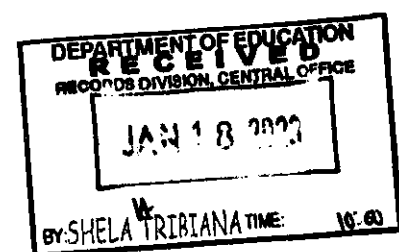
Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
 Meralco Avenue, Pasig City; Landline 8638-1780  
 Email: usecforadministration@deped.gov.ph

this Google Form link: [bit.ly/DepEdRemittanceRequest](https://bit.ly/DepEdRemittanceRequest). Once registered, the Finance Service—Accounting Division will send a **certification** to the email address provided in the form.

Please take note that the issuance of certification will only cover **DepEd IBM-paid** personnel from year 2000 until the roll-out of the payroll system to their respective Regional Payroll Service Units (**Annex 5**).

For queries and more information, please contact Ms. Sylvia Borja or Ms. Vicky Zapata of USD through landline number (02) 8633-7264 or email address at [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph).

Thank you.



# Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Excerpt from DepEd Order No. 52, s. 2015 Highlighting Transfer of Systems Division to USD

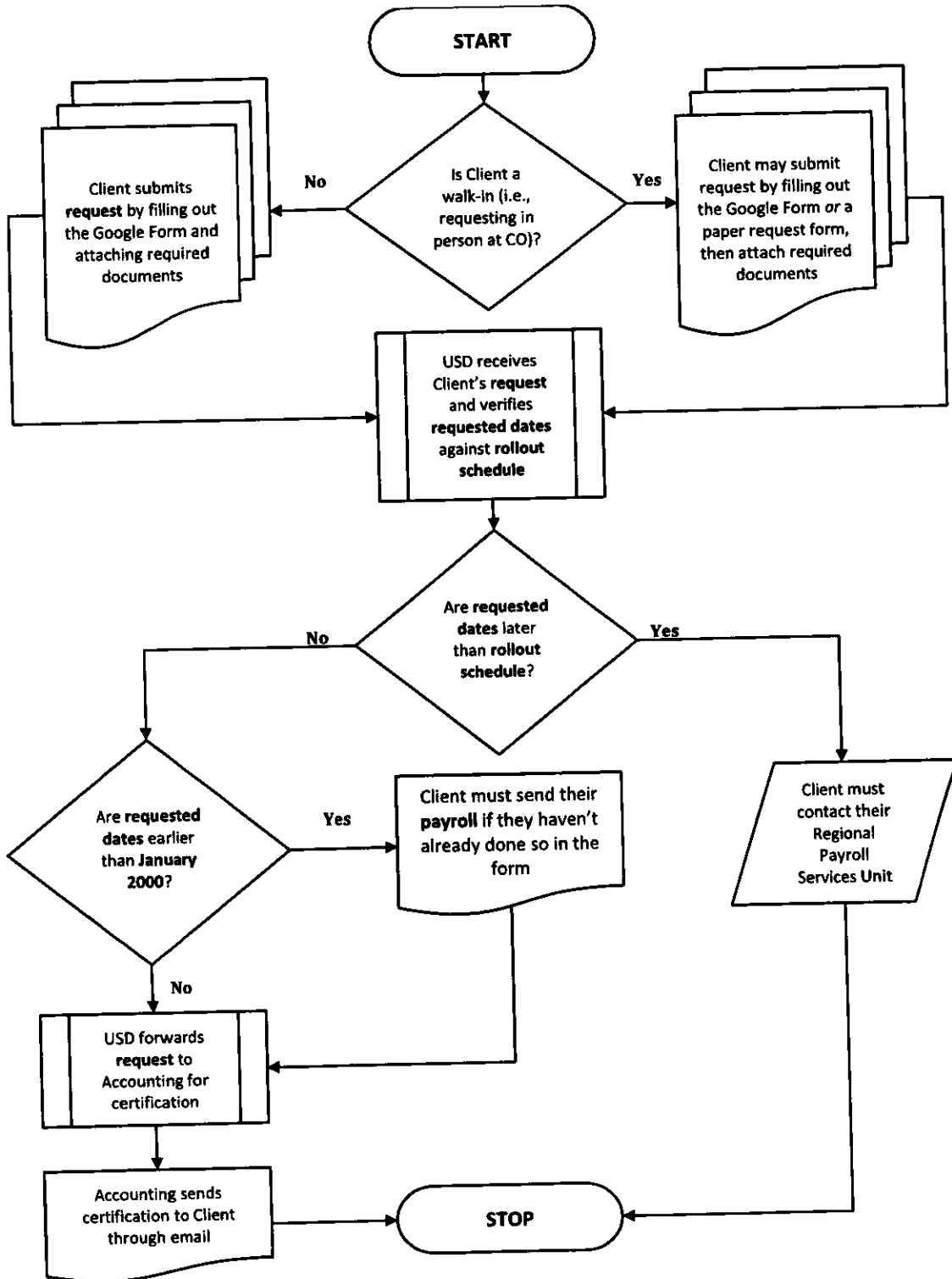
**DEPARTMENT OF EDUCATION**  
*DBM-Approved Actions Taken on the Existing Offices*

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
<b>Office of Planning Service (OPS)</b> <i>Office of Planning Service - Office of the Service Chief (with the rank of an Asst. Secretary)</i>	transferred	<b>Planning Service (PS)</b> <i>OSEC - Asst. Secretary for Governance and Operations</i>
<b>Planning and Programming Division</b>	created	<b>Office of the Director</b>
<b>Research and Statistics Division (RSD)</b>	retained and renamed	<b>Planning and Programming Division</b>
<b>RSD - Database Management Unit</b>	elevated	<b>Policy Research and Development Division</b>
<b>Project Development and Evaluation Division</b>	transferred and renamed	<b>Education Management Information System Division</b>
<b>Physical Facilities and School Engineering Division</b>	transferred and renamed	<b>Project Development Division under Project Management Service (PMS)</b>
<b>Technical Service (TS)</b>	retained and renamed	<b>Education Facilities Division under Administrative Service</b>
<b>Office of the Service Chief</b>	retained and consolidated	<b>Public Affairs Service (PAS)</b>
<b>Educational Information Division</b>	created	<b>Office of the Director</b>
<b>Materials Production and Publication Division</b>	created	<b>Communications Division</b>
<b>Educational Audio-Visual Division</b>	created	<b>Publications Division</b>
<b>Special Office/s:</b> <i>OSEC-Communications Unit, De-Txt Action Center, Public Assistance Action Center</i>	created	<b>Information and Communications Technology (ICT) Service</b>
<b>FMS - Systems Division</b>	created	<b>Office of the Director</b>
<b>Special Office/s: ICT Unit</b>	created	<b>Solutions Development Division</b>
	transferred and renamed	<b>Technical Infrastructure Division</b>
	transferred and renamed	<b>User Support Division</b>



# Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

## Process Flow





# Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

## User Guide

### Important Reminders

1. This service covers DepEd IBM-paid personnel requesting for the remittance list of their GSIS and/or Pag-IBIG premiums and/or loans from the year 2000 until the schedule of the payroll rollout to their respective Region/Division.
2. Personnel are highly encouraged to utilize the online facility as it saves time, effort, and money that would have been spent to travel to the Central Office to physically request for their certifications.
3. If dates requested are earlier than January 2000, clients are required to attach their payroll as a basis for verification.
4. If those dates are after the rollout schedule of the client's region/division, they must seek assistance from their Regional Payroll Services Unit (RPSU).

### How to File a Request

1. Log on to [bit.ly/DepEdRemittanceRequest](http://bit.ly/DepEdRemittanceRequest) to access the form.



### Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

For other comments, suggestions, queries, and further information, contact us at the following:

**User Support Division**  
Information and Communications Technology Service  
Department of Education  
Room 204-205, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

+63 2 8633 7264 | +63 2 8636 4878  
[icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph)

[icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) [Switch account](#) Draft saved

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

\* Required

2. Scroll down and enter your email address in the Email textbox.
  - a. Your certification will be sent to this email address.



Email \*

icts.usd@deped.gov.ph

3. Scroll down to read the Read Me First and Privacy Statement disclosures.

**Read Me First**

1. This service covers all DepEd personnel requesting for the remittance list of their GSIS and Pag-IBIG premiums and loans from the year 2000 until the schedule of the payroll rollout to their respective Region/Division.
2. Clients are discouraged from conducting in-person transactions relate to such requests or requesting other offices in the Central Office to route their request to ICTS-USD.
3. If dates requested are earlier than January 2000, clients are required to attach their payroll as a basis for verification.
4. If those dates are after the rollout schedule of the End User's region/division, clients must seek assistance from their Regional Payroll Services Unit (RPSU).

**Privacy Statement**

The Department of Education (DepEd) is bound by law under the *Data Privacy Act of 2012 (RA 10173)*.

By answering this form and selecting "Submit," you agree to the following:

- You express your consent for and authorize DepEd, through the Information and Communications Technology Service—User Support Division (ICTS-USD), to collect, process, and keep your personally identifiable information for lawful purposes related to the processing of your request.
- DepEd cannot disclose your personally identifiable information to any third parties without your explicit permission. It can, however, share said information with its bureaus/office/services and external agencies, affiliates, or partners to enable them to process your service request, to fulfill financial, logistic, and other contractual obligations, or to comply with law enforcement and legal processes.
- For analytics and other purposes, internal or external, that are not covered by the provisions stated above, DepEd is legally bound to anonymize and strip all personally identifiable information from data sets.

You certify that you have agreed to the above information and that you are well-informed of the purposes of this endeavor.

4. Agree to the disclosures and proceed to the form by selecting Yes and clicking Next.

**Have you read these disclosures and agree to them? \***

Your consent is required to proceed.

Yes

No

Next Clear form

5. In the Service Request form, fill in the following information (required fields marked with \*):

- a. Last name (*if married, provide your maiden last name and spouse's last name*)
- b. First name
- c. Middle name (*if married, provide your maiden middle name*)
- d. Contact number (*preferably your mobile number*)
- e. Alternate email (*to be used if there are errors encountered when sending to primary email*)

# Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

## User Guide



**Service Request**

**Last Name \***  
If married, enter your maiden last name and your spouse's last name.

de Jesus Bonifacio

---

**First Name \***

Gregorio

---

**Middle Name**  
If married, enter your maiden middle name.

Marcelo

**Contact Number \***

Please fill in your mobile or landline number using this format (09991234567 or 0281234567). Omit spaces, parentheses, hyphens, or any other non-numeric characters.

09201234567

---

**Alternate Email \***

We will use this to send your certification to if in case of errors while sending to your primary email.

gmbonifacio@deped.gov.ph

- f. Employment details
  - i. Region, division code, and station code
  - ii. Employee number
- g. Type of certification requested (*can select more than one*)
- h. Details of request (*include covered dates and months requested, as well as specific loan*)
- i. Attachments (*optional; payroll required as stated*)

**Region \***

Region IV-A

---

**Division Code**  
This can be seen in your payroll or pay slip. You may also contact your Region or Division for your Division Code.

211

---

**Station Code**  
This can be seen in your payroll or pay slip. You may also contact your Region or Division for your Station Code.

221

---

**Employee Number \***

99999999

**Certification Requested \***

You may select one or more options.

GSIS Premium  
 GSIS Loan  
 PAG-IBIG Premium  
 PAG-IBIG Loan

---

**Details of Request \***

Indicate covered dates and months requested. If GSIS Loan or PAG-IBIG Loan, indicate specific loan.

Enter your description here.

---

**Attachment**

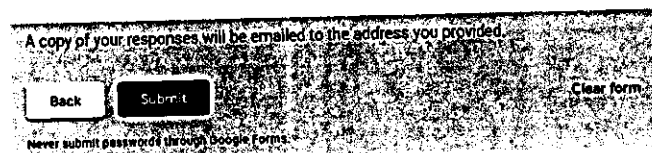
Include details of your request (e.g., regular payroll, correspondences, etc.).

You can upload up to 30 separate files (up to 20MB each) with the following file formats:

- Document (DOC, DOCX, ODOC, HTML, ODP, PPT, TXT, PDF)
- Spreadsheet (XLS, XLSX, OSHEET, ODS, CSV, TAB, TSV)
- Image (JPG, PNG, GIF, PNO)

⬇ Add file

6. Once finished filling the form out, select **Submit** to send your responses for processing.



7. Please expect to receive the scanned copy of your Certification of Remittances in your email inbox within at least **three business days**.
  - a. USD personnel may contact you by email for clarifications or additional requirements.
  - b. Requests with incomplete requirements will **NOT** be processed.
  - c. If you sent the request on a Friday or on weekends, please allot at least 3 additional business days to receive your certification.





# Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

## Frequently Asked Questions (FAQs)

### Who can request for certifications of remittances?

The following permanent teaching and non-teaching personnel of public schools can make the request:

- For NCR—both elementary and secondary school personnel
- For other region – elementary school personnel only

### Who *cannot* request for certifications of remittances?

The following cannot be provided by this service:

- Personnel whose remittances covered dates when their school was an Implementing Unit
- Other regions except NCR—secondary school personnel

### Can I request for records prior to 2000?

- The records stored with DepEd start from the year 2000 onwards.
- For requests covering periods earlier than January 2000, you are required to attach a **certified true copy of your payroll.**
- The payroll will be used as a basis to issue the certification.

### Where can I get the certified copy of my payroll?

You can request the copy by contacting your school or your Schools Division Office.

# Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

## Roll-Out Schedule of DepEd Employees' Payroll

Reg Cd	Div Cd	Division	Roll-out Date	
1	065	Dagupan City	Oct. 2004	
	117	San Carlos City		
	140	Laoag City		
	255	Urdaneta City		
	024	La Union	Nov. 2004	
	021	Ilocos Sur	Jan. 2005	
	020	Ilocos Norte	Feb. 2005	
	041	Pangasinan I	Mar. 2005	
	129	Pangasinan II	Apr. 2005	
	2	006	Batanes	Apr. 2005
		125	Quirino	May 2005
		011	Cagayan	
038		Nueva Vizcaya		
023		Isabela	Jun. 2005	
3	042	Aurora	Jan. 2005	
	103	Angeles City		
	115	Palayan City		
	119	Olongapo City		
	126	San Jose City		
	079	Cabanatuan City		
	005	Bataan		Feb. 2005
	050	Zambales		
	261	Balanga City		
	037	Nueva Ecija	Jul. 2005	
	257	Gapan City		
	262	Sci. City of Muñoz		
	010	Bulacan	Aug. 2005	
	049	Tarlac Province		
	259	Tarlac City		
	260	San Jose del Monte		
	263	Malolos City		
	040	Pampanga	Sep. 2005	
	258	City of San Fernando		
	4A	060	San Pablo City	Mar. 2009
074		Lucena City		
077		Lipa City		
078		Tagaytay City		
082		Cavite City		
123		Batangas City		
251		Antipolo City		
252		Calamba City		
233		Tanauan City		
254		Trece Martires City		
007		Batangas Prov. I	Jan. 2010	

Reg Cd	Div Cd	Division	Roll-out Date	
	016	Cavite Province		
	025	Laguna		
	043	Rizal		
	099	Quezon Province		
	127	Batangas Prov. II		
	286	Sta. Rosa City		
	076	Puerto Princesa City		Mar. 2008
4B	250	Calapan	Apr. 2009	
	028	Marinduque		
	030	Occidental Mindoro		
	031	Oriental Mindoro		
	039	Palawan		
044	Romblon	May 2005		
084	Naga City			
133	Legazpi City			
135	Iriga City			
137	Sorsogon City			
256	Tabaco City			
012	Camarines Norte		Jul. 2005	
015	Catanduanes	Aug. 2005		
046	Sorsogon Province			
029	Masbate	Sep. 2005		
5	003	Albay	Oct. 2005	
	265	Ligao City		
	013	Camarines Sur	Jun. 2006	
	116	La Carlota City	Sep. 2005	
	058	Silay City		
	236	Kabankalan City		
	080	Roxas City	Oct. 2005	
	217	Sagay City		
	141	Bago City		
	067	San Carlos City		
6	113	Cadiz City	Jan. 2006	
	055	Iloilo City		
	053	Bacolod City		
	131	Guimaras	Feb. 2006	
	098	Aklan	Mar. 2006	
	004	Antique		
	014	Capiz	Apr. 2006	
	6	035	Negros Occidental	May 2006
		022	Iloilo Province	Jun. 2006
		017	Cebu Province	Sep. 2004
	7	054	Cebu City	Nov. 2004
075		Lapu-Lapu City		

Legend: Reg Cd = Regional Code; Div Cd = Division Code

## Roll-Out Schedule of DepEd Employees' Payroll

Reg Cd	Div Cd	Division	Roll-out Date
	128	Mandaue City	Jan. 2005
	071	Toledo City	
	085	Dumaguete City	
	108	Siquijor	
	036	Negros Oriental	Feb. 2005
	008	Bohol	Mar. 2005
	8	027	Leyte
095		Calbayog City	Nov. 2004
096		Ormoc City	
097		Tacloban City	
142		Biliran	
061		Southern Leyte	Jan. 2005
8	064	Eastern Samar	Feb. 2005
	045	Northern Samar	Mar. 2005
	063	Samar	Apr. 2005
9	102	Dapitan City	Feb. 2005
	136	Pagadian City	
	143	Dipolog City	
	238	Isabela City	
	057	Zamboanga City	Apr. 2005
	144	Zamboanga Sibugay	
	052	Zamboanga del Sur	May 2005
051	Zamboanga del Norte	Jun. 2005	
10	118	Camiguin	May 2004
	240	Oroquieta City	
	066	Cagayan de Oro City	Apr. 2005
	073	Gingoog City	
	239	Malaybalay City	
	241	Tangub City	
	033	Misamis Oriental	
	092	Ozamiz City	May 2005
	094	Iligan City	
	032	Misamis Occidental	Jul. 2005
	026	Lanao del Norte	Aug. 2005
	009	Bukidnon	Sep. 2005
	11	087	Davao City
234		Panabo City	Aug. 2004
244		Isl. Gar. City of Samal	
245		Tagum City	
249		Digos City	
019		Davao del Norte	Sep. 2004
112		Davao Oriental	Oct. 2004
145		Compostela Valley	Nov. 2004
111		Davao del Sur	
12		060	Cotabato City
	130	General Santos City	
	246	Kidapawan City	
	247	Koronadal City	

Reg Cd	Div Cd	Division	Roll-out Date
	100	Sarangani	Feb. 2005
	090	South Cotabato	Mar. 2005
	018	Sultan Kudarat	Apr. 2005
	088	North Cotabato	May 2005
	248	Tacurong City	
	CAR	081	Baguio City
CAR	109	Ifugao	Jan. 2005
	110	Kalinga	Feb. 2005
	121	Apayao	
	034	Benguet	Mar. 2005
	001	Abra	Apr. 2005
	070	Mountain Province	
RG	091	Butuan City	Oct. 2005
	114	Siargao	
	139	Surigao City	
	002	Agusan del Norte	Feb. 2006
	124	Agusan del Sur	
	048	Surigao del Norte	
072	Surigao del Sur		
NCR (Elem)	228	Valenzuela City	Feb. 2008
	230	Parañaque City	
	233	Mandaluyong City	
	234	Marikina City	
	237	Malabon & Navotas	
	264	Muntinlupa City	Aug. 2008
	056	Pasay City	
	069	Quezon City	
	089	Caloocan City	
	120	Manila Primary	
	227	Manila Intermediate	
	229	Muntinlupa City	
	231	Makati City	
	232	Pasig & San Juan	
235	Las Piñas City		
NCR (Sec)	301	Pasay City	Jan. 2007
	302	Quezon City	
	303	Caloocan City	
	304	Manila	
	305	Valenzuela City	
	306	Taguig & Pateros	
	307	Parañaque	
	308	Makati City	
	309	Pasig & San Juan	
	310	Mandaluyong City	
	311	Marikina City	
	312	Malabon & Navotas	
	313	Muntinlupa City	
	314	Las Piñas City	

Legend: Reg Cd = Regional Code; Div Cd = Division Code