



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

January 17, 2024

REGIONAL MEMORANDUM

No. **63** 2024

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

To: Schools Division Superintendents
All Others Concerned

- Attached is Memorandum dated January 8, 2024 with the subject: **Conduct of 4-Cluster Workshops on the Reconciliation of Reported GSIS Premium Deficiencies of DepEd Personnel for Year 2012 to 2023.**
- Region VIII is included in Cluster III schedule from **February 13, 2024 to February 16, 2024** (inclusive of travel time) at **GO Hotels, Iloilo City.**
- The expected participants are the following:
Regional Office Proper
 - One(1) Agency Authorized Officer 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), and
 - One (1) Chief Administrative Officer, Administrative Division or RPSU Head**Schools Division Office**
 - 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)
- The participants are requested to confirm their attendance through the link **<https://bit.ly/GSISReconCluster3>** on or before February 8, 2024.
- Travel and other incidental expenses of participants shall be charged against local funds while board and lodging to FY 2023-CO-GASS funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director *1 2 16*

Enclosure: As stated

Reference: As stated

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

GSIS

PREMIUMS

RECONCILIATION

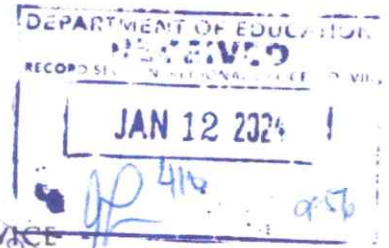
WORKSHOP

AD-PS-EDR





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



*See memo
1/12/24*

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:

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

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

- a. One (1) AAO or Assigned Consolidator of Remittances for GSIS (Personnel Handling Payroll)
- b. 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:

- 4.1. E-Copy of Service Record
- 4.2. Payroll Files MASTFILE
- 4.3. Unremitted Premium based on monthly Payroll
- 4.4. Electronic Billing and Collection System (Locked and Paid)
 - *Electronic Remittance File (ERF)
 - *Summary of Total (SOT)
- 4.5. Check Disbursement Journal (GSIS)
- 4.6. Due to GSIS Subsidiary Ledger
- 4.7. Trial Balance
- 4.8. General Journal
- 4.9. Updated GSIS Data Sets per year
- 4.10. Laptop
- 4.11. 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