



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

February 13, 2025


REGIONAL MEMORANDUM

No. **150** s. 2025

**3rd LEG WORKSHOP ON THE RECONCILIATION PROCESSES
AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND
OTHER MATTERS (CLUSTERS 1 to 4)**

To: Schools Division Superintendents
Head of Implementing Units
Consolidators of GSIS Premiums Reconciliation
Head, Payroll Services
Accountant and Bookkeeper
Agency Authorized Officers
Electronic Remittance File Handlers
All Others Concerned

1. Attached is Memorandum OUF-FS-2025-0132 with the subject: **3rd Leg Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters (Clusters 1 to 4).**
2. The Schools Division Superintendents shall ensure compliance with the pre-work reconciliation of GSIS Premiums and submission of output **one (1) week prior** to the schedule of cluster workshop which is on **March 14, 2025.**
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: As stated

Reference: As stated

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

GSIS

RECONCILIATION

WORKSHOP



AD-PS-EDR



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM

OUF-FS-2025-0132

February 07, 2025

**TO: ALL REGIONAL DIRECTORS
ALL SCHOOL DIVISION SUPERINTENDENTS
ALL REGIONAL OFFICES and SCHOOLS DIVISION OFFICES**

**ATTENTION: CONSOLIDATORS OF GSIS PREMIUMS RECONCILIATION
HEADS, REGIONAL PAYROLL SERVICES UNIT (RPSU)
ROP ACCOUNTANT or BOOKKEEPER
ALL AGENCY AUTHORIZED OFFICERS (AAOs)
ALL ERF HANDLERS
CENTRAL OFFICE CONCERNED PERSONNEL**

FROM: ATTY. EDSON BYRON K. SY
Assistant Secretary
OIC, Office of the Undersecretary for Finance

**SUBJECT: 3rd LEG WORKSHOP ON THE RECONCILIATION PROCESSES
AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER
MATTERS (CLUSTERS 1 to 4)**

Due to minimal progress in the initial reconciliation phases, a third reconciliation workshop is necessary to ensure the accuracy and completeness of DepEd GSIS premium records. To facilitate this, GSIS Executive Officers will conduct the 3rd Leg of the Reconciliation Workshop in a localized and hybrid format, considering procurement timeline constraints.

This workshop, organized by GSIS in collaboration with DepEd Central Office, aims to support DepEd personnel in reconciling GSIS premium deficiencies. Given the tight procurement schedule, the sessions will be conducted regionally. The proposed schedules for GSIS regional offices are attached for reference.

Recognizing the importance of accurately reconciling GSIS premium deficiencies, a third round of workshops has been scheduled to offer DepEd personnel the necessary support and guidance.

FEB 12 2025



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
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OUF-FS-2025-0132
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In line with the schedule outlined during the meeting it is hereby instructed that the Pre-Work reconciliation of GSIS Premiums be conducted as follows:

I. Pre-Work Timeline:

- Submission of Pre-Work [SDOs including the Implementing Units Schools (IUS) to RDOs]: **(1) one week** before your respective schedule of cluster workshop
- Final Report Submission: The final report endorsed by your respective Regional Directors, should be submitted to the DepEd Central Office at the end of your respective cluster schedule. Kindly use this template: <https://tinyurl.com/2808j63s> for your report, Annexes B to F must be properly filled out.

It is imperative that the Pre-Work for reconciliation follows the **final template provided by DepEd**. Please instruct your respective schools divisions offices (SDOs) to do the Pre-Workshop together with their GSIS branch representatives and include the Implementing Units Schools in their outputs. The deadline for submission of the final report on reconciliation process to DepEd Central Office **will be before the end of your 3rd leg workshop**. The reconciliation should **cover the period from January 2011 to December 2023**.

We look forward to your active participation in this event.

II. Objectives

- a. To ensure the submission of consolidated reports for GSIS Premiums, clarify the GSIS premium coverage period, and set clear deadlines for the final report with Regional Directors' endorsement.
- b. To determine the amount to be requested from DBM through the final leg reconciliation, which will be reflected in the 2nd Tripartite MOA.

III. Composition of Participants

Kindly ensure that the participants who will attend are those directly involved in the reconciliation process.

- **Each Regional Office Proper (ROP) may send up to (4) participants only**, with any of the following designations:
 - a. Consolidator of GSIS remittances reports from SDOs
 - b. Accountant or Bookkeeper overseeing GSIS remittances
 - c. RPSU Head or Staff
 - d. Agency Authorized Officer (AAO)
 - e. ERF Handler
 - f. CAO or SAO from Admin
- **Each Schools Division Offices (SDO) may send up to three (3) participants only**, designated as follows:
 - a. Agency Authorized Officers (AAO)
 - b. One (1) Electronic Remittance File (ERF) Handler or Accountant overseeing GSIS
 - c. Consolidator of GSIS remittances reports

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 - b. One (1) Electronic Remittance File (ERF) Handler or Accountant overseeing GSIS
 - c. Consolidator of GSIS remittances reports

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

1. E-Copy of Service Record
2. Payroll Files MASTFILE
3. FoxPro DEDFILE
4. Electronic Billing and Collection System:
 - Remittance File (EBF)
 - Summary of Total (SOT)
 - Exemption Report (Clarificatory Items, Unmatched)
5. Summary Due to GSIS General Journal per Month per Year (Accounting)
6. Unremitted based on monthly remittance (Exemption Report)
7. ERF uploaded and paid remittance
8. Summary of Total of all paid remittance
9. GSIS Data Set per year
10. Laptop
11. Extension Cord

V. Cluster Schedule per Region, Venue and Number of Pax Allowed:

Cluster	Regions	Proposed Venue	Total Number of Pax	Proposed Dates	Ops Office/ Group
1	Bohol (Region VII)	GSIS Bohol Branch Office	10	February 17-19, 2025	Visayas
2	Dumaguete (Region VII)	GSIS Dumaguete Branch Office	7	February 19-20, 2025	Visayas
3	Bacolod (Region VI)	Nature's Village	30	March 11, 2025	Visayas
4	Zamboanga Region (Region IX) - includes Dipolog and Pagadian BOs	DepEd IX Training Center	59	February 25, 2025	Mindanao
	CDO Region (Region X) - includes Malaybalay and Iligan BOs	Mulberry Hotel	145	February 25, 2025	Mindanao
	Davao Region (Region XI) - includes Tagum BO	NEAP	155	February 26, 2025	Mindanao
5	NCR and Region IV-A	GSIS Head Office, Pasay	55 (as of 2/3/2025 from DepEd)	February 26-27, 2025	NCR
6	Roxas (Region VI)	GSIS Roxas Branch Office	8-10	February 27, 2025	Visayas
	Cebu Region (Region VII)	Virtual (via Zoom)	1st day: 25 2nd day: 60-70	February 27-28, 2025	Visayas
	GenSan/Kidapawan/Cotabato Regions (Region XII)	DepEd Function Hall	20	February 28, 2025	Mindanao
7	Region IV-B and Region V	GSIS Head Office, Pasay	66	March 5-6, 2025	South Luzon
8	Iloilo and Aklan (Region VI)	GSIS Iloilo Branch Office	28	March 6, 2025	Visayas
9	Baguio	GSIS Baguio Branch		March 7, 2025	North Luzon
	Bayombong			March 7, 2025	North Luzon
	La Union			March 7, 2025	North Luzon
	Tuguegarao			March 7, 2025	North Luzon
	Cauayan			March 7, 2025	North Luzon
10	Dagupan	GSIS Laoag Branch		March 7, 2025	North Luzon
	Laoag			March 7, 2025	North Luzon
11	Bataan	GSIS Pampanga Branch		March 7, 2025	North Luzon
	Bulacan			March 7, 2025	North Luzon
	Cabanatuan			March 7, 2025	North Luzon
	Pampanga			March 7, 2025	North Luzon
12	Tarlac	GSIS Antique Extension Office		March 7, 2025	North Luzon
	Antique (Region VI)		12	March 7, 2025	Visayas
13	Tacloban Region (Region VIII) - includes Catbalogan and Maasin BOs	GSIS Tacloban Branch Office	67	March 14, 2025	Visayas

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13	Tadloban Region (Region VIII) - includes Catbalogan and Maasin BOs	GSIS Tacloban Branch Office	67	March 14, 2025	Visayas

1. For clusters held at the GSIS Head Office, GSIS will provide the venue, meals, and hostel accommodations. However, please adhere to the maximum number of participants per cluster, as hostel accommodation is limited. For clusters held at GSIS branches, only the venue and meals will be provided.
2. Meals will include breakfast, AM snacks, lunch, and PM snacks throughout the workshop, while dinner expenses should be covered using your respective local funds as per diem.
3. Travel expenses and per diem for the DepEd Central Office secretariat and resource persons will be covered by FY 2025 CO-GASS-FS-EAMD funds, while participants from DepEd Regional and Schools Division Offices will be charged to their respective local funds, following standard accounting and auditing rules.
4. Kindly confirm your attendance via the link provided by the specified deadline, ensuring compliance with your region's schedule. Your response will serve as the basis for room assignments and the issuance of certificates of participation. **Please ensure that the names of participants provided are final, as changes will not be allowed after submitting the confirmation.**

Cluster	Regions	Deadline of Registration	Confirmation Link
1	VII – Bohol	February 14	https://forms.office.com/r/g5ReCE6wQk
2	VII - Dumaguete	February 14	https://forms.office.com/r/caxRjfXWiX
3	VI - Bacolod	February 20	https://forms.office.com/r/WWrDRWjQkr
4	IX, X & XI	February 20	https://forms.office.com/r/ydYF30Q98b
5	NCR & IV-A	February 21	https://forms.office.com/r/YMh5AyQ5Pd
6	VI, VII & XII	February 21	https://forms.office.com/r/vCCqGhbQx4
7	IV-B & V	February 28	https://forms.office.com/r/y4CbdGtee0
8	VI – Iloilo and Aklan	February 28	https://forms.office.com/r/y4CbdGtee0
9	I, II and CAR	February 28	https://forms.office.com/r/T7rda8QjD6
10	I and II	February 28	https://forms.office.com/r/hNp408wS5K
11	III	February 28	https://forms.office.com/r/AffwfkMauf
12	VI – Antique	February 28	https://forms.office.com/r/PJqMiGMDEG
13	VIII	February 28	https://forms.office.com/r/huczbeu9kF

For inquiries, you may email/contact Employee Account Management Division, at es.camd@deped.gov.ph or telephone number (02) 8633-7248/ 8638-8640.

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4	IX, X & XI	February 20	https://forms.office.com/r/ydYF30Q98b
5	NCR & IV-A	February 21	https://forms.office.com/r/YMn5AyQ5Pd
6	VI, VII & XII	February 21	https://forms.office.com/r/vCCqGhbQx4
7	IV-B & V	February 28	https://forms.office.com/r/y40bdGtee0
8	VI – Iloilo and Aklan	February 28	https://forms.office.com/r/y40bdGtee0
9	I, II and CAR	February 28	https://forms.office.com/r/T7rda8QjD6
10	I and II	February 28	https://forms.office.com/r/hNp408wS5K
11	III	February 28	https://forms.office.com/r/AffwfkMauf
12	VI – Antique	February 28	https://forms.office.com/r/PJqMiGMDEG
13	VIII	February 28	https://forms.office.com/r/huqzbeu9kF

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