



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

July 16, 2025

**REGIONAL MEMORANDUM**

No. **835** - s. 2025

**FINAL ADVISORY ON THE SUBMISSION OF UNDERTAKINGS FOR THE  
RECONCILIATION OF GOVERNMENT SERVICE INSURANCE  
SYSTEM (GSIS) UNPAID PREMIUMS**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum dated June 25, 2025 from Atty. Edson Byron K. Sy, Assistant Secretary for Finance, Officer-In-Charge, Office of the Undersecretary for Finance with the subject: Final Advisory on the Submission of Undertakings for the Reconciliation of Government Service Insurance System (GSIS) Unpaid Premiums.
2. The Schools Division Superintendents shall ensure that all the schools listed in the enclosure shall have 100% submission of the signed and notarized Undertakings on or before **July 31, 2025**.
3. The original notarized Undertakings must be submitted directly to the concerned GSIS Office, and a scanned copy should be emailed to the Employee Account Management Division (EAMD) at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).
4. 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

UNDERTAKING

AD-PS-EDR



Republic of the Philippines  
**Department of Education**

OFFICE OF THE DIRECTOR III

Office and Time Received

Signature: *[Signature]*

JUL 15 2025

OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

June 25, 2025

OUF-FS-2025-\_\_\_\_\_

**TO :** **EVELYN R. FETALVERO**  
Regional Office Director  
DepEd Region VIII

**Attention :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL AGENCY AUTHORIZED OFFICERS (AAO)**  
**ALL ELECTRONIC REMITTANCE FILE (ERF) HANDLERS**  
**ALL CONCERNED OFFICES**

**FROM :** **ATTY. EDSON BYRON K. SY**  
Assistant Secretary for Finance  
Officer-in-Charge  
Office of the Undersecretary for Finance

**SUBJECT :** **FINAL ADVISORY ON THE SUBMISSION OF UNDERTAKINGS**  
**FOR THE RECONCILIATION OF GOVERNMENT SERVICE**  
**INSURANCE SYSTEM (GSIS) UNPAID PREMIUMS**

In line with the ongoing efforts of the Department of Education (DepEd), in collaboration with the Government Service Insurance System (GSIS), to reconcile GSIS premium contributions, we would like to formally issue the final reminder regarding the following:

1. The Regional Office and all Schools Division Offices (SDOs) are reminded to submit their duly signed and notarized Undertakings on or before **July 31, 2025**. These documents must be signed by the Regional Director and respective Schools Division Superintendents. Based on the records of both DepEd and GSIS, the schools listed in **Annex A** have yet to comply with this requirement.
2. The original notarized Undertakings must be submitted directly to the concerned GSIS Office, and a scanned copy should be emailed to the Employee Account Management Division (EAMD) at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) for recording. For your reference, the Undertaking template is provided in the attached **Annex B**.
3. Please be advised that Undertakings not submitted **by July 31, 2025 will no longer be included** in the Tripartite Memorandum of Agreement among GSIS, DepEd, and the Department of Budget and Management (DBM). Furthermore,



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City  
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703  
Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)





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OFFICE OF THE UNDERSECRETARY FOR FINANCE

any penalties and interests that may arise due to the failure to submit shall be charged against the concerned Regional Office and/or Schools Division Office.

This is in accordance with the advisory dated **March 31, 2025**, and the deadline of **April 20, 2025**, previously communicated to the Regional and Division Offices.

Should you have any concerns or further clarification, you may coordinate directly with the GSIS Regional Office in your area or contact EAMD through [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) or (02) 8633-7248.

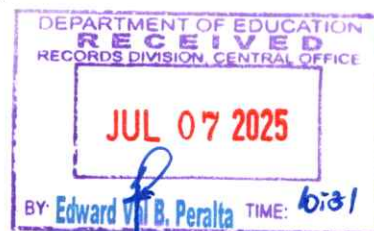
Your immediate attention and compliance are expected, as **no further extension will be granted.**

**Copy Furnished:**

- |   |  |
|---|--|
| 1. <b>ATTY. PETER IRVING C. CORVERA</b><br>Undersecretary<br>Office of the Undersecretary | 2. <b>ATTY. ROWENA CANDICE M. RUIZ</b><br>Undersecretary- Finance Oversight<br>Office of the Secretary |
| 3. <b>MALCOLM S. GARMA</b><br>Officer-in-Charge<br>Undersecretary for Operations          | 4. <b>DR. JOCELYN DR. ANDAYA</b><br>Officer-in-Charge<br>Assistant Secretary for Operations            |
| 5. <b>ARMANDO C. RUIZ</b><br>Director IV<br>Finance Service                               | 6. <b>ALBERT JEROME C. ANDRES</b><br>Chief Administrative Officer<br>Personnel Division                |



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**ANNEX A**

Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR FINANCE

REMITTING AGENCY NO.	REMITTING AGENCY	REGION/SCHOOLS DIVISION OFFICE
1000030593	PALO NATL HIGH SCHOOL	TACLOBAN
1000053855	NORTHERN TACLOBAN CITY NATL HIGH SCHOOL	TACLOBAN
1000002102	EASTERN SAMAR STATE UNIV, MAYDOLONG	BORONGAN
1000002107	SAMAR NATL PILOT OPPORT SCHOOL OF AGRIC	BORONGAN
1000002133	LLORENTE NATL HIGH SCHOOL	BORONGAN
1000002144	SULAT NATL HIGH SCHOOL	BORONGAN
1000002201	ALUGAN NENA SCHOOL OF CRAFTMANSHIP	BORONGAN
1000002272	EASTERN SAMAR NATL COMP HIGH SCHOOL	BORONGAN
1000002275	DOLORES NATL HIGH SCHOOL	BORONGAN
1000002283	TAFT NATL HIGH SCHOOL	BORONGAN
1000002295	LALAWIGAN NATL HIGH SCHOOL	BORONGAN
1000001562	LOCAL WATER DIST OF BORONGAN	BORONGAN
1000045321	LOCAL WATER DIST OF TAFT	BORONGAN
1000053061	PCSO, EASTERN SAMAR	BORONGAN
1000001595	MUN GOVT OF JIPAPAD	BORONGAN
1000001596	MUN GOVT OF MASLOG	BORONGAN
1000001601	MUN GOVT OF ARTECHE	BORONGAN
1000001602	MUN GOVT OF BALANGKAYAN	BORONGAN
1000001604	CITY GOVT OF BORONGAN	BORONGAN
1000001606	MUN GOVT OF CAN AVID	BORONGAN
1000001612	MUN GOVT OF DOLORES	BORONGAN
1000001621	MUN GOVT OF LLORENTE	BORONGAN
1000001622	MUN GOVT OF MAYDOLONG	BORONGAN
1000001625	MUN GOVT OF ORAS	BORONGAN
1000001632	MUN GOVT OF SAN JULIAN	BORONGAN
1000001633	MUN GOVT OF SAN POLICARPO	BORONGAN
1000001637	MUN GOVT OF SULAT	BORONGAN
1000001638	MUN GOVT OF TAFT	BORONGAN
1000002267	PROVL GOVT OF EASTERN SAMAR	BORONGAN
1000001834	DENR, BORONGAN	BORONGAN
1000001892	PHIL STATISTICS AUTHORITY, BORONGAN	BORONGAN
1000001922	DPWH, 3RD ENGG DIST, BORONGAN	BORONGAN
1000001979	DAR, BORONGAN	BORONGAN
1000001987	DILG, BORONGAN	BORONGAN
1000002095	SAMAR NATL SCHOOL OF ARTS AND TRADES	BORONGAN





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REMITTING AGENCY NO.	REMITTING AGENCY	REGION/SCHOOLS DIVISION OFFICE
1000002096	ARTECHE NATL AGRL SCHOOL	BORONGAN
1000002097	EASTERN SAMAR STATE UNIV, BORONGAN	BORONGAN
1000002098	EASTERN SAMAR STATE UNIV, CAN AVID	BORONGAN
1000053272	TESDA, EASTERN SAMAR PROVL OFFICE	BORONGAN
1000002099	CAPUL AGRO INDL HIGH SCHOOL	CATARMAN
1000002101	B CHAN MEM AGRO INDL SCHOOL	CATARMAN
1000002103	MONDRAGON AGRO INDL HIGH SCHOOL	CATARMAN
1000002104	SUMOROY AGRO INDL SCHOOL	CATARMAN
1000002108	MAPANAS AGRO INDL SCHOOL	CATARMAN
1000002109	SAN VICENTE SCHOOL OF FISHERIES	CATARMAN
1000002111	E BALITE MEM SCHOOL OF FISHERIES	CATARMAN
1000002147	DON JUAN AVALON NATL HIGH SCHOOL	CATARMAN
1000002148	SILVINO LOBOS VOCL HIGH SCHOOL	CATARMAN
1000002157	CATUBIG VALLEY NATL HIGH SCHOOL	CATARMAN
1000002158	ALLEN NATL HIGH SCHOOL	CATARMAN
1000002192	BOBON SCHOOL FOR PHIL CRAFTSMEN	CATARMAN
1000002194	GALA VOCL SCHOOL	CATARMAN
1000002195	LORENZO S MENZON AGRO INDL SCHOOL	CATARMAN
1000002197	SAN ROQUE PAMBUJAN VOCL SCHOOL	CATARMAN
1000002198	SAN ANTONIO AGRL AND VOCL SCHOOL	CATARMAN
1000002199	SAN ISIDRO AGRO INDL HIGH SCHOOL	CATARMAN
1000002200	SAN JOSE TECHNICAL SCHOOL	CATARMAN
1000002274	CATARMAN NATL HIGH SCHOOL	CATARMAN
1000001564	LOCAL WATER DIST OF CATARMAN	CATARMAN
1000001566	LOCAL WATER DIST OF SAN ISIDRO	CATARMAN
1000001567	LOCAL WATER DIST OF SAN JOSE	CATARMAN
1000001578	NFA, CATARMAN	CATARMAN
1000001931	NIA, HCAAP-IRRIG AND DRAINAGE COMP	CATARMAN
1000051821	PCSO, NORTHERN SAMAR BRANCH OFC	CATARMAN
1000053301	LOCAL WATER DIST OF VICTORIA	CATARMAN
1000001599	MUN GOVT OF ALLEN	CATARMAN
1000001603	MUN GOVT OF BOBON	CATARMAN
1000001607	MUN GOVT OF CAPUL	CATARMAN
1000001608	MUN GOVT OF CATARMAN	CATARMAN
1000001610	MUN GOVT OF CATUBIG	CATARMAN
1000001613	MUN GOVT OF GAMAY	CATARMAN
1000001617	MUN GOVT OF LAOANG	CATARMAN



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REMITTING AGENCY NO.	REMITTING AGENCY	REGION/SCHOOLS DIVISION OFFICE
1000001618	MUN GOVT OF LAPINIG	CATARMAN
1000001619	MUN GOVT OF LAS NAVAS	CATARMAN
1000001620	MUN GOVT OF LAVEZARES	CATARMAN
1000001623	MUN GOVT OF MONDRAGON	CATARMAN
1000001626	MUN GOVT OF PALAPAG	CATARMAN
1000001627	MUN GOVT OF PAMBUJAN	CATARMAN
1000001629	MUN GOVT OF SAN ANTONIO	CATARMAN
1000001630	MUN GOVT OF SAN ISIDRO	CATARMAN
1000001631	MUN GOVT OF SAN JOSE	CATARMAN
1000001644	MUN GOVT OF SAN ROQUE	CATARMAN
1000001645	MUN GOVT OF MAPANAS	CATARMAN
1000001646	MUN GOVT OF SILVINO LOBOS	CATARMAN
1000001647	MUN GOVT OF VICTORIA	CATARMAN
1000001648	MUN GOVT OF SAN VICENTE	CATARMAN
1000001649	MUN GOVT OF BIRI	CATARMAN
1000001650	MUN GOVT OF ROSARIO	CATARMAN
1000001652	MUN GOVT OF LOPE DE VEGA	CATARMAN
1000002246	PROVL GOVT OF NORTHERN SAMAR	CATARMAN
1000001829	DENR, CATARMAN	CATARMAN
1000001893	PHIL STATISTICS AUTHORITY, CATARMAN	CATARMAN
1000001923	DPWH, 1ST ENGG DIST. CATARMAN	CATARMAN
1000001924	DPWH, 2ND DIST ENGG OFC, CATARMAN	CATARMAN
1000001943	CIVIL AVIATION AUTH PHILS, CATARMAN	CATARMAN
1000001980	DAR, CATARMAN	CATARMAN
1000001988	DILG, CATARMAN	CATARMAN
1000002094	UNIV OF EASTERN PHILS, LAOANG	CATARMAN
1000002122	UNIV OF EASTERN PHILS, CATARMAN	CATARMAN
1000002191	BALICUATRO COLL OF ARTS AND TRADE	CATARMAN
1000002193	UNIV OF EASTERN PHILS, CATUBIG	CATARMAN
1000002196	LAS NAVAS AGRO INDL SCHOOL	CATARMAN
1000053225	TESDA, PROVL TRAINING CTR NORTHERN SAMAR	CATARMAN
1000053253	TESDA, NORTHERN SAMAR PROVL OFFICE	CATARMAN
1000002105	WEST COAST AGRIL HIGH SCHOOL	CATBALOGAN
1000002112	C CALAGOS MEM SCHOOL OF FISHERIES	CATBALOGAN
1000002113	R LENTEJAS MEM SCHOOL OF FISHERIES	CATBALOGAN
1000002119	CALBIGA NATL HIGH SCHOOL	CATBALOGAN
1000002145	TARANGNAN NATL HIGH SCHOOL	CATBALOGAN



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REMITTING AGENCY NO.	REMITTING AGENCY	REGION/SCHOOLS DIVISION OFFICE
1000002146	WRIGHT NATL HIGH SCHOOL	CATBALOGAN
1000002204	WRIGHT VOCL SCHOOL	CATBALOGAN
1000002269	SAMAR NATL HIGH SCHOOL	CATBALOGAN
1000002277	HINABANGAN NATL HIGH SCHOOL	CATBALOGAN
1000002290	STA MARGARITA NATL HIGH SCHOOL	CATBALOGAN
1000049122	CATBALOGAN NATL COMP HIGH SCHOOL	CATBALOGAN
1000001563	LOCAL WATER DIST OF CALBIGA	CATBALOGAN
1000001565	LOCAL WATER DIST OF CATBALOGAN	CATBALOGAN
1000001569	LOCAL WATER DIST OF CALBAYOG	CATBALOGAN
1000001909	PHIL POSTAL CORP, CATBALOGAN	CATBALOGAN
1000048743	PCSO, SAMAR BRANCH OFC	CATBALOGAN
1000001530	CITY GOVT OF CALBAYOG	CATBALOGAN
1000001597	MUN GOVT OF MATUGUINAO	CATBALOGAN
1000001598	MUN GOVT OF SAN JOSE DE BUAN	CATBALOGAN
1000001600	MUN GOVT OF ALMAGRO	CATBALOGAN
1000001605	MUN GOVT OF CALBIGA	CATBALOGAN
1000001609	MUN GOVT OF CATBALOGAN	CATBALOGAN
1000001611	MUN GOVT OF DARAM	CATBALOGAN
1000001614	MUN GOVT OF GANDARA	CATBALOGAN
1000001615	MUN GOVT OF HINABANGAN	CATBALOGAN
1000001616	MUN GOVT OF JIABONG	CATBALOGAN
1000001624	MUN GOVT OF MOTIONG	CATBALOGAN
1000001628	MUN GOVT OF PINABACDAO	CATBALOGAN
1000001634	MUN GOVT OF SAN SEBASTIAN	CATBALOGAN
1000001635	MUN GOVT OF STA MARGARITA	CATBALOGAN
1000001636	MUN GOVT OF STO NINO	CATBALOGAN
1000001639	MUN GOVT OF TALALORA	CATBALOGAN
1000001640	MUN GOVT OF TARANGNAN	CATBALOGAN
1000001641	MUN GOVT OF VILLAREAL	CATBALOGAN
1000001642	MUN GOVT OF PARANAS	CATBALOGAN
1000001643	MUN GOVT OF ZUMARRAGA	CATBALOGAN
1000001651	MUN GOVT OF TAGAPUL AN	CATBALOGAN
1000001653	MUN GOVT OF PAGSANGHAN	CATBALOGAN
1000001654	MUN GOVT OF SAN JORGE	CATBALOGAN
1000002214	PROVL GOVT OF WESTERN SAMAR	CATBALOGAN
1000001830	DENR, PENRO, CATBALOGAN	CATBALOGAN
1000001894	PHIL STATISTICS AUTHORITY, CATBALOGAN	CATBALOGAN



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REMITTING AGENCY NO.	REMITTING AGENCY	REGION/SCHOOLS DIVISION OFFICE
1000001897	BU OF CUSTOMS, CATBALOGAN	CATBALOGAN
1000001902	BIR, CATBALOGAN	CATBALOGAN
1000001921	DPWH, 2ND DIST ENGG OFC CATBALOGAN	CATBALOGAN
1000001925	DPWH, 1ST ENGG DIST, CALBAYOG	CATBALOGAN
1000001933	INFO AND COMMS TECHNOLOGY OFC CATBALOGAN	CATBALOGAN
1000001945	CIVIL AVIATION AUTH PHILS, CALBAYOG	CATBALOGAN
1000001978	DAR, CATBALOGAN	CATBALOGAN
1000001982	LTO, SAMAR	CATBALOGAN
1000001986	DILG, CATBALOGAN	CATBALOGAN
1000002093	SAMAR STATE UNIV, CATBALOGAN	CATBALOGAN
1000002110	SAMAR STATE UNIV, MERCEDES CAMPUS	CATBALOGAN
1000045002	NORTHWEST SAMAR STATE UNIV	CATBALOGAN
1000046045	NIA INTERIM IRRIGATION MGT OFFICE	CATBALOGAN
1000053246	TESDA, SAMAR PROVL OFFICE	CATBALOGAN



**UNDERTAKING**

1. **Acknowledgment of Responsibility:** The <NAME OF AGENCY> acknowledges the importance of settling its outstanding premium arrears with the Government Service Insurance System (GSIS) to ensure the full enjoyment of the rights and benefits of its members.
2. **Coordination and Reconciliation:** The GSIS, through its respective Department/Branch Office, has coordinated with <NAME OF AGENCY> to reconcile the unpaid GSIS premiums for the period from **JANUARY 2011** to **DECEMBER 2023**.
3. **Confirmation of Arrears:** The GSIS has confirmed that as of <DATE>, the <NAME OF AGENCY> has unremitted and/or underpaid premium arrears for the period from **JANUARY 2011** to **DECEMBER 2023**, totaling Php <IN WORDS AND (AMOUNT)>. The breakdown is as follows:

Government Share (Life and Retirement)	Php
Personal Share (Life and Retirement)	
Employees Compensation	
<b>TOTAL</b>	<b>Php</b>

4. **Acknowledgment of Arrears:** The <NAME OF AGENCY> acknowledges the outstanding premium arrears with GSIS for the period from **JANUARY 2011** to **DECEMBER 2023** and certifies that the details of these arrears (provided as **Annex A**) are correct; without prejudice to omissions that may be identified during the negotiation process. Any necessary adjustments will be made as determined by both GSIS and DepEd.
5. **Negotiation for Resolution:** The outstanding premium arrears for the specified period shall be the subject of negotiations between the Department of Education (DepEd) and the Department of Budget and Management (DBM) leading to a Tripartite Memorandum of Agreement with GSIS.

**AGENCY HEAD NAME and SIGNATURE**

Republic of the Philippines )  
 City of \_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public, personally appeared:

*Name*                      *Competent Evidence of Identity*                      *Date and Place of Issue*

For <AGENCY>

Known to me and to me known to be the same person \_\_\_\_\_, in representation of <AGENCY> as a judicial person, who executed the foregoing instrument and acknowledged to me that the same is his/her free and voluntary act and deed, and of the entity he/she respectively represent.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.