



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

February 12, 2026

**REGIONAL MEMORANDUM**

No. **184** s. 2026

**RECONCILIATION AND CLEANSING PROJECT FOR THE PROPOSED  
GOVERNMENT SERVICE INSURANCE SYSTEM – DEPARTMENT OF  
EDUCATION – DEPARTMENT OF BUDGET AND MANAGEMENT  
(GSIS-DepEd-DBM) TRIPARTITE MEMORANDUM OF  
AGREEMENT (MOA)**

To: Schools Division Superintendents  
School Heads of Implementing Units  
All Others Concerned

1. Attached is Memorandum from Atty. Edson Byron K. Sy, Office of the Undersecretary for Finance with the subject: Reconciliation and Cleansing Project for the Proposed Government Service Insurance System – Department of Education – Department of Budget and Management (GSIS-DepED-DBM) Tripartite Memorandum of Agreement (MOA).
2. The Schools Division Superintendents through the SDO/IU incharge of GSIS reconciliation shall ensure compliance with the required Certifications on or before **February 27, 2026** through the google drive shared by the DepEd Central Office and send email to **fs.eamd@deped.gov.ph** copy furnished: **personnel.region8@deped.gov.ph** with the subject: **“Reconciliation and Cleansing Project for MOA.”**
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

**RONEL AL K. FIRMO CESO IV**  
Assistant Regional Director  
Office-in-Charge  
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

GSIS

RECONCILIATION

UNPAID PREMIUM

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph





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

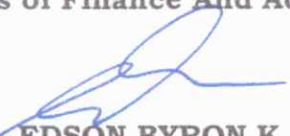
DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS SECTION REGIONAL OFFICE NO. VIII  
DATE: 2/11/26  
TRACKING #: 1980 TIME: 9:53 am  
SIGNATURE: \_\_\_\_\_

**MEMORANDUM**

OASF-2026-\_\_\_\_\_  
February 05, 2026

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**ATTENTION :** Chiefs of Finance And Administrative Divisions

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

**SUBJECT :** RECONCILIATION AND CLEANSING PROJECT FOR THE  
PROPOSED GOVERNMENT SERVICE INSURANCE SYSTEM -  
DEPARTMENT OF EDUCATION - DEPARTMENT OF BUDGET  
AND MANAGEMENT (GSIS-DepEd-DBM) TRIPARTITE  
MEMORANDUM OF AGREEMENT (MOA)

Relative to the proposed Tripartite execution of a Memorandum of Agreement between GSIS-DepEd-DBM, all Regional Directors and Schools Division Superintendents are hereby directed to ensure the prompt reconciliation and cleansing of records of teachers included in the dataset provided by the GSIS. This activity shall be given priority and targeted for completion by **05 March 2026**, as its timely accomplishment is crucial to the finalization of the MOA.

The dataset shall be **sorted from highest to lowest number of premium gaps** to ensure that employees with the most service period gaps are prioritized in the validation process.

1. Specifically, DepEd offices shall:

- **Review and validate** the GSIS-provided dataset of all identified employees.
- **Verify** whether each employee was in government service, *resigned, retired (but not reported to GSIS), suspended, separated due to death or disability, LWOP, or PVP* during the periods where premium gaps were recorded.
- **Issue a formal certification** for employees confirmed **not** to have been in service, LWOP, or PVP during the specified period(s). This may be accomplished using the template provided in *Enclosure 1*.
- **Submit membership updating requests** via email to the Membership Coordinators, attaching the **required** certification.
  - The email subject line **shall** include **"Reconciliation and Cleansing Project for MOA"** to ensure prioritization.

2. Upon receipt and validation of the required certification, GSIS shall:

- **Exclude the identified service period** from the Total Length of Service.
- **Remove the corresponding unpaid premiums** from the billing records.
- **Update the tagging of services** that have been identified under LWOP or PVP.

3. Furthermore, DepEd Regional and Schools Divisions Offices are reminded of the following:

- **Refrain from requesting salary updates** intended to reflect higher salaries for periods before the last three years **without the corresponding budget** for immediate GSIS premium remittance.

Such requests adversely affect both **member** and **agency records**, as they reduce the computation of member benefits and increase the agency's Uncollected Premium Receivables (UPR).

- **Any salary update request must be accompanied by the corresponding premium payment** to prevent further increases in the UPR.

For **technical assistance and dataset passwords**, please coordinate with the concerned GSIS Membership Coordinators at the nearest GSIS Branch Office.

A weekly monitoring and progress report shall be provided until the completion of this project.

To facilitate easy understanding of the task requested, please see the sample illustration as found in the attached Enclosure No. 2.

For strict compliance.



Republic of the Philippines  
**Department of Education**  
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

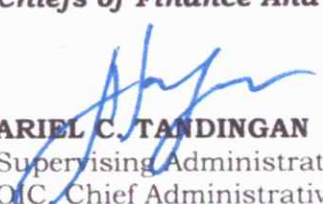
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**MEMORANDUM**

EAMD-2026- *045*  
February 10, 2026

**FOR** : **REGIONAL DIRECTORS**  
**SCHOOL DIVISION SUPERINTENDENTS**

**ATTENTION** : *Chiefs of Finance And Administrative Divisions*

**FROM** :  **ARIEL C. TANDINGAN**  
Supervising Administrative Officer  
OIC, Chief Administrative Officer  
FS-Employee Account Management Division

**SUBJECT** : **ORIENTATION ON THE RECONCILIATION AND CLEANSING PROJECT FOR THE PROPOSED GOVERNMENT SERVICE INSURANCE SYSTEM-DEPARTMENT OF EDUCATION-DEPARTMENT OF BUDGET AND MANAGEMENT (GSIS-DEPED-DBM) TRIPARTITE MEMORANDUM OF AGREEMENT (MOA)**

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In line with the reconciliation and cleansing project for the proposed **Government Service Insurance System-Department of Education-Department of Budget and Management (GSIS-DepEd-DBM) Tripartite Memorandum of Agreement (MOA)**, the DepEd in coordination with the GSIS, will conduct an **online orientation on the Reconciliation and Cleansing Project** to ensure proper understanding and consistent implementation of the said initiative.

The details of the orientation are as follows:

**Date:** February 12, 2026  
**Time:** 10:00 a.m. to 11:00 a.m.  
**Meeting Link:** <https://llnk.dev/9LgP0>  
**Meeting ID:** 486 735 261 655 21  
**Passcode:** RP75LL7x

The one-hour orientation, to be facilitated by the GSIS, aims to explain the reconciliation and cleansing process and to provide guidance to the Regional Offices and Schools Division Offices on their respective roles and responsibilities.

Concerned personnel from the Regional Offices and Schools Division Offices are hereby encouraged to attend the orientation.

For information, guidance, and compliance.

Thank you.

## CERTIFICATION

This is to certify that the following DepEd employees have validated service period gaps, including periods of LWOP or PVP, as indicated in the matrix below:

BP No.	Last Name	First Name	Middle Name	Birthdate	Employment Status	From_Due Month	To_Due Month	No. of Months	REMARKS (Service Gap, LWOP, PVP)

This certification is issued in support of the request to exclude the identified service period gaps from the members' Total Length of Service and/or update the tagging services identified to be in LWOP or PVP.

Issued this \_\_\_\_ day of \_\_\_\_, 2026.

\_\_\_\_\_  
Agency Authorized Officer (AAO)

Noted by:

\_\_\_\_\_  
Schools Division Superintendent (SDS) /  
Principal for Implementing Units (IUs)

## CERTIFICATION

This is to certify that the following DepEd employees have validated service period gaps, including periods of LWOP or PVP, as indicated in the matrix below:

BP No.	Last Name	First Name	Middle Name	Birthdate	Employment Status	From_Due Month	To_Due Month	No. of Months	REMARKS (Service Gap, LWOP, PVP)
xxx x	xxxxx	xxxxx	xxxxx	19890303	PERM	201705	201708	4	Service Gap
xxx x	xxxxx	xxxxx	xxxxx	19910927	COTR	201206	201211	6	LWOP
xxx x	xxxx	xxxxx	xxxxx	19690404	PERM	201505	201512	8	Service gap
xxx x	xxxx	xxxxx	xxxxx	19750102	PERM	201809	202003	19	Service gap
xxx x	xxxx	xxxxx	xxxxx	19802020	PERM	202111	202210	12	LWOP
xxx x	xxxx	xxxxx	xxxxx	19961029	PERM	201912	202006	7	Service gap

This certification is issued in support of the request to exclude the identified service period gaps from the members' Total Length of Service and/or update the tagging services identified to be in LWOP or PVP.

Issued this 20th day of January 2026.

signed

**JUAN DELA CRUZ**

Agency Authorized Officer (AAO)

Noted by:

signed

**JUANA SANTOS**

Schools Division Superintendent (SDS) /  
Principal for Implementing Units (IUs)