



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

April 30, 2026

**REGIONAL MEMORANDUM**

No. **542** s. 2026

**PROCEDURAL GUIDELINES ON THE VALIDATION OF SERVICE  
AND PREMIUM GAPS**

To: Schools Division Superintendents  
Regional APDS Task Force  
All Others Concerned

1. Attached is Memorandum OASF-2026-950 dated April 14, 2026 with the subject: Procedural Guidelines on the Validation of Service and Premium Gaps.
2. The Schools Division Offices are expected to submit Status Report using the attached template on or before May 31, 2026 through this email address: [personnel.region8@deped.gov.ph](mailto:personnel.region8@deped.gov.ph). The template maybe accessed through the link: <https://tinyurl.com/nhuk4ash>.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director

Enclosure: As stated

Reference: As stated

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

GUIDELINES

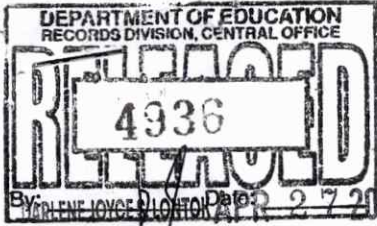
PREMIUM

VALIDATION

AD-PS-EDR



VIII



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

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**MEMORANDUM**  
OASF-2026- 950  
April 14, 2026

**TO :** REGIONAL DIRECTORS  
SCHOOL 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 :** **PROCEDURAL GUIDELINES ON THE VALIDATION OF SERVICE AND PREMIUM GAPS**

Pursuant to the GSIS–DepEd online meeting held on 17 March 2026, convened to address the slow progress of the ongoing DepEd premium reconciliation and data-cleansing project, which has reached only 5.07% completion after more than two months of implementation, indicating the need for immediate procedural clarification and reinforced implementation. (Please see attached Annex A)

All Regional Directors, Schools Division Superintendents, and Heads of Schools are hereby directed to ensure the immediate and wide dissemination of this Memorandum, exercise close supervision over its implementation, and ensure full compliance within their respective areas of jurisdiction.

Concerned offices shall submit a status report to the Finance Service – Employee Account Management Division (FS–EAMD) via email at **fs.eamd@deped.gov.ph** within fifteen (15) calendar days from receipt of this Memorandum, indicating progress, pending items, and issues encountered. The template may be accessed through the following link: **https://tinyurl.com/nhuk4ash**.

For further questions or clarifications, you may coordinate with the EAMD through Mr. Dan Michael Surban at **0975-814-1612** and Mr. Jefferson Yuson at **0991-386-3326**, or via email at **fs.eamd@deped.gov.ph**. You may also coordinate with GSIS Local Offices through the list of email addresses attached to this Memorandum.



Address: 17<sup>th</sup> Floor Techzone Building, Malugay St., Makati City  
Email Address: asecc.finance@deped.gov.ph

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

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**MEMORANDUM**

OASF-2026- 450

April 14, 2026

**TO :** REGIONAL DIRECTORS  
SCHOOL 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 :** **PROCEDURAL GUIDELINES ON THE VALIDATION OF SERVICE AND PREMIUM GAPS**

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Pursuant to the GSIS–DepEd online meeting held on 17 March 2026, convened to address the slow progress of the ongoing DepEd premium reconciliation and data-cleansing project, which has reached only 5.07% completion after more than two months of implementation, indicating the need for immediate procedural clarification and reinforced implementation. (Please see attached Annex A)

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**PROCEDURAL GUIDELINES ON THE VALIDATION OF GSIS SERVICE AND PREMIUM GAPS**

Per Memorandum OASF-2026-\_\_\_\_\_

April 14, 2026

This provides the procedural guidelines below, together with the attached sample format indicating the required information. For additional reference, these may be accessed through this link <https://tinyurl.com/4875dh2c>.

**A. On Submission of Certificates**

1. All Agency Authorized Officers (AAOs) shall submit duly signed Certificates identifying service gaps directly to the concerned GSIS Membership Department, with a copy furnished to [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) for updating.
2. Certificates previously submitted to the DepEd Central Office shall be resubmitted by the AAOs to the concerned GSIS Membership Department.

**B. On Validation of Premium Gaps**

1. Validated premium gaps, where the member was determined to be not in government service during the covered period, shall be reflected in the Certificate with the appropriate remark ("FOR TAGGING – RSG / RET / TERM"), as applicable.
2. Validated premium gaps of employees confirmed to be in active government service during the covered period shall be excluded from the Certificate and shall be included in the subsequent MOA posting.
3. Service gaps that cannot be validated due to the absence of supporting documents shall be requested for RSG / RET / TERM tagging, effective the month immediately following the last monthly premium remittance.

Should the concerned member later be confirmed to have been in government service during the affected period, the period of service may still be updated, subject to the submission of the required supporting documents and the corresponding premium remittances, in accordance with existing GSIS and DepEd policies.



Republic of the Philippines  
**Department of Education**

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**STATUS REPORT**

This is to report the status of all School Division Offices under our jurisdiction with regard to the submission of validated service premium gaps to the Government Service Insurance System.

<b>NAME OF SDO</b>	<b>STATUS OF VALIDATION</b>	<b>NUMBER OF PENDING ITEMS FOR VALIDATION</b>	<b>ISSUES CONCERNING THE VALIDATION</b>	<b>REMARKS</b>

This report is issued for submission to the Office of the Undersecretary for Finance for compliance monitoring purposes in relation to the DepEd reconciliation of premium gaps involving the Government Service Insurance System.

Issued this \_\_\_ day of \_\_\_ 2026

**NAME**

Designation

Noted by:

**NAME**

Designation

MC	Email	Branches/EOs Coverage
<b>LUZON</b>		
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Bejosano, Camille Hazel C.	cahcbajosano@gsis.gov.ph	BATAAN, IBA, MAMBURAO, CALAPAN, PAMPANGA, TARLAC
Paron, Pauline Antonette V.	paavparon@gsis.gov.ph	BAGUIO, BAYOMBONG, LAOAG, BULACAN
Sabilala, Justine Nicole Y.	inysabilalala@gsis.gov.ph	CAUAYAN, LUCENA, BOAC, TUGUEGARAO
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Villanueva, Germaine C.	gecvillanueva@gsis.gov.ph	DAGUPAN, CABANATUAN, PALAWAN
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1000006964	DEPED JALAJALA DISTRICT	1000019535	DEPED DIV OF RIZAL, ELEM	DepEd-Agency	Maurice Harvey S. Ravelas	mhsravelas@qsis.gov.ph	John Rex C. Austria	rcaustria@qsis.gov.ph
1000007070	DEPED PULLA	1000019535	DEPED DIV OF RIZAL, ELEM	DepEd-Agency	Maurice Harvey S. Ravelas	mhsravelas@qsis.gov.ph	John Rex C. Austria	rcaustria@qsis.gov.ph
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1000005882	DEPED. BUREAU OF SECONDARY ED	1000005895	DEPED OFC OF THE SECRETARY	DepEd-Agency	Maurice Harvey S. Ravelas	mhsravelas@qsis.gov.ph	John Rex C. Austria	rcaustria@qsis.gov.ph
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