



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

May 5, 2026

REGIONAL MEMORANDUM

No. **548** s. 2026

COORDINATION MEETING WITH THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) AND CONDUCT OF TECHNICAL ASSISTANCE TO AGENCY AUTHORIZED OFFICERS (AAOs), ELECTRONIC REMITTANCE FILE (ERF) HANDLERS, HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs), AND PAYROLL SERVICE IN-CHARGE

To: Schools Division Superintendents
AAO, ERF Handler, HRMO, and Payroll Incharge
All Others Concerned

- To address recurring issues regarding GSIS transactions, key officials from the GSIS Branch Offices and the Office of Trustee Gilbert T. Sadsad are implementing measures to streamline processes, prevent the accumulation of Unpaid Premium Receivables (UPRs), and increase benefits for DepEd personnel.
- In line with this, the following officials and personnel are requested to attend a coordination meeting on May 11, 2026 at the GSIS Tacloban Branch, Marasbaras, Tacloban City:

May 11, 2026 (Morning Session - 8:00am-12pm)

1 Regional Director
1 Assistant Regional Director
1 RO Chief, Administrative Division
1 RO Chief, Finance Division
1 RO Payroll Incharge
1 RO AAO
1 RO ERF Handler
1 RO HRMO
13 Schools Division Superintendents

May 11, 2026 (Afternoon Session - 1:00pm-5:00pm)

13 SDO AAOs (1 per SDO)
13 SDO ERF Handlers (1 per SDO)
13 SDO HRMOs (1 per SDO)

3. Expenses for meals and snacks shall be charged to GSIS Tacloban Branch while travel and other relevant expenses of participants in attendance to this activity to local funds subject to its availability and the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


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

Enclosure: Letter from RD/GSIS BOT Gilbert T. Sadsad
Reference: Letter from RD/GSIS BOT Gilbert T. Sadsad
To be indicated in the Perpetual Index under the following subjects:

COORDINATION MEETING

GSIS

TECHNICAL ASSISTANCE

AD-PS-EDR





Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan



April 13, 2026

SALUSTIANO T. JIMENEZ

Regional Director
DepEd Regional Office VIII
Government Center, Candahug, Palo, Leyte

Dear RD Jimenez:

Hope this letter finds you well.

Among my tasks, as a Member of the Board of Trustees of the Government Service Insurance System (GSIS) representing the Education Sector, is to ensure that all members, particularly teaching and non-teaching personnel, are given the necessary updates and appropriate entitlement to benefits provided by GSIS.

On this note, we would like to seek a meeting with you, including your Assistant Regional Director, the morning of **May 11, 2026**. After that, we request a meeting with your Regional Payroll In-charge, SDO AAOs, and SDO ERF Handlers.

Our meeting with you and your select personnel aims to strengthen the existing mechanisms governing remittances, reduce Unpaid Premium Receivables, and harmonize processes between GSIS billings and Payroll Processes.

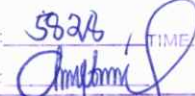
Attached to this letter is a sample draft of the Regional Memorandum for your reference.

Looking forward to this effort as a milestone in resolving recurring issues related to this matter.

Thank you.

Very truly yours,


GILBERT T. SADSAD
Member
GSIS Board of Trustees

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