



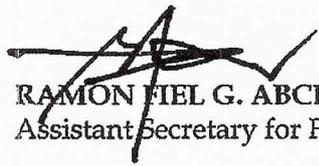
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY FOR FINANCE

Date: 7-30-2020 #4090  
Tracking No. [Signature] 3:55  
OFFICE OF THE DIRECTOR IV  
Date and Time Received: 7/30/20 4:08  
Date and Time Received: 7/30/20 4:55  
Signature: [Signature]

**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**ATTENTION :** Regional Chiefs of Finance and Administrative Divisions  
Electronic Remittance File (ERF) Handlers  
School Heads of Implementing Unit (IU) Secondary Schools  
Heads of Regional Payroll Services Unit  
Heads of Finance and Administrative Units, Schools Division Office

**FROM :**   
RAMON FIEL G. ABCEDE  
Assistant Secretary for Finance

**SUBJECT :** PREPARATION AND UPLOADING OF GSIS ELECTRONIC REMITTANCE FILE (ERF) FOR THE RETIREMENT AND LIFE INSURANCE PREMIUM (RLIP) OF DEPED EMPLOYEES

**DATE :** July 28, 2020

1. Pursuant to the Department of Budget and Management (DBM) Circular Letter Nos. 2020-6 and 2020-7, which aims to streamline the flow of funds due to national emergency brought about by the Coronavirus Disease 2019 (COVID-19), effective April 1, 2020 up to December 31, 2020, the DBM shall directly remit to the Government Service Insurance System (GSIS) the Government Share (GS) of the Retirement and Life Insurance Premium (RLIP) for all departments, bureaus, and offices of the national government.
2. In view of the above, the DBM already remitted in favor of DepEd the GSIS-RLIP (for GS), the amount of PhP2,813,861,000.00 and PhP2,855,163,000.00 for the months of April and May, respectively. However, the breakdown per implementing unit (IU) has not been provided by the DBM, hence, the GSIS cannot proceed with the uploading on the Electronic Billing and Collection System (eBCS) where the individual accounts of each GSIS members are posted.
3. Moreover, in a virtual meeting with the GSIS officials last July 15, 2020, it was mentioned that not all IUs have uploaded their Electronic Remittance Files (ERFs), inventory of which is hereto attached for your ready reference and guidance. The GSIS also informed that the processing of loan applications of DepEd personnel for some IUs shall be affected due to the above issue, hence the need for immediate solution.

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

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4. In this connection, the Chiefs of Administrative and Finance Divisions are hereby directed to instruct the ERF Handlers under their jurisdictions to comply with the posting of April and May 2020 ERFs, on or before August 7, 2020. The ERF Handlers may directly coordinate with their GSIS-Branch counterpart should there be any issues with the posting of their ERFs.
5. For immediate compliance.

**R. F. G. ABCEDE**

*feamf*



**GSIS** Government Service Insurance System  
Financial Center, Pasay City, Metro Manila 1308

May 23, 2020

**MS. ANNALYN M. SEVILLA**  
Undersecretary  
Finance and Administration  
Department of Education  
DepEd Complex, Meralco Avenue  
Pasig City

**Attention: Mr. JONATHAN F. BATENGA**  
ERF HANDLER

Dear *Usec. Sevilla*:

We write in connection with the DBM Circular Letter Nos. 2020-6 and 2020-7 dated March 30, 2020 and April 16, 2020 (*Annexes A and B* respectively), in particular the remittance made by DBM to GSIS for the Government Share (GS) Retirement and Life Insurance Premium (RLIP) contribution of your Agency for due months **April and May 2020**.

<b>Due Month</b>	<b>April 2020</b>	<b>May 2020</b>
<b>Broker ID</b>	0420ADBMMOD1	0520ADBMMO01
<b>BP Number</b>	1000017128	1000017128
<b>RA</b>	DBM, MAIN OFC	DBM, MAIN OFC
<b>OR Date</b>	04/30/2020	05/14/2020
<b>OR Number</b>	3000103900	2700130590
<b>OR Amount</b>	4,204,231,087.00	4,241,296,087.00

Kindly note that DBM's allocation for your agency was based on the amount provided in the Special Allotment Release Order (SARO), and their payments were supported only by the list of identified agencies (which we are furnishing you in this email under *Annex C*).

The posting of DBM's remittance shall still be subject of GSIS's policy on billing and collection, and as such, must be supported by the appropriate Agency's **Electronic Remittance File (ERF) (GS portion only)** that must be uploaded in our **Electronic Billing and Collection System (eBCS)**.

Relative thereto, may we request your agency to undertake the following to enable us to post the DBM remittances to the individual member accounts:

1. Check/Review *Annex C* (Breakdown of payments as provided DBM, based on the SARO) and coordinate with the appropriate office/department within your agency to determine the allocation or distribution as to sub-agencies or regional offices.

2. Once the allocation or distribution has been identified, prepare the ERFs (GS portion only) on a **per Remitting Agency (RA)-level** for due months **April and May 2020**. Ensure that the amount indicated in the ERF **is NOT be more than** the amount paid by the DBM.
3. In case of variance between the amount paid by DBM and your prepared ERF, accomplish the attached Exclusion List (**Annex D**), indicating therein the reason/s that caused the variance. The exclusion list shall be duly certified by the Head of Agency or Authorized Representative and submitted to the Agency Reconciliation Unit, NCR Department III. This shall also be used as reference in your reconciliation process with the DBM for additional allocation, if necessary.

The GSIS shall proceed with the posting of DBM remittance once the ERFs have been found in order and matched with the DBM remittance for a particular due month.

For agencies with lumped payments (i.e., DepEd, DPWH), the posting of payments to individual member accounts shall only be undertaken after the total agency allocation from DBM have been reconciled or matched as to its distribution down to the sub-agencies or regional offices.

Should you have further questions or clarifications, do not hesitate to get in touch with **Ms. Nenita N. Garcia and Cecile M. Santos** at email addresses [nngarcia@gsis.gov.ph](mailto:nngarcia@gsis.gov.ph) / [cmsantos@gsis.gov.ph](mailto:cmsantos@gsis.gov.ph).

Thank you.

Very truly yours,

*(original signed)*

**NOEL C. ALVAREZ**  
Department Manager  
NCR Department III

Copy furnished:

**LEAH MELISSA D. DE LEON**  
Vice President  
NCR Area II

Attached also as annexes are the following:

- Annex A – DBM Circular Letter No. 2020-6
- Annex B – DBM Circular Letter No. 2020-7
- Annex C – Breakdown of Payments provided by DBM
- Annex D – Agency Exclusion List Template

Note:

*In consideration of Presidential Proclamation Nos. 922 and 929, s. 2020 on Enhanced Community Quarantine, service of this letter is transmitted via email, in soft copy, in view of the alternative work arrangement being implemented in various government agencies, including the GSIS.*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO ST., SAN MIGUEL, MANILA



**CIRCULAR LETTER**

No. 2020 - 6  
March 30, 2020

**TO : All Heads of Departments, Agencies, Bureaus and Offices of the National Government, including State Universities and Colleges (SUCs), Constitutional Offices, and All Others Concerned**

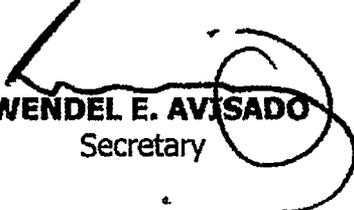
**SUBJECT : REVISED PAYMENT ARRANGEMENTS OF EMPLOYER (GOVERNMENT) SHARE IN RETIREMENT AND LIFE INSURANCE PREMIUM (RLIP) CONTRIBUTION REMITTED TO THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**

- 1.0 This Circular is issued to revise the guidelines relative to the remittance of the government share in the RLIP contributions to the GSIS effective April 2020.
- 2.0 The following laws are recalled:
  - 2.1 Section 5 (a and b) of R.A. No. 8291 mandates the following:
    - 2.1.1 The GSIS member and his employer are mandated to pay the monthly contribution as specified in said law; and
    - 2.1.2 The employer shall include in its annual appropriations the necessary amount for the share of the contribution.
  - 2.2 Section 46 of the FY 2020 General Appropriations Act (GAA) provides that ***"the government and employee shares in the compulsory contribution to the GSIS,...,shall be remitted directly by the department,...,to the respective recipient agencies, unless a different arrangement is agreed upon in writing between the DBM and the recipient agency"***.
- 3.0 As a result of the existence of a National Emergency arising from the Coronavirus Disease 2019 (COVID-19), GSIS, through the Department of Finance, requested the timely remittance of the government share in premium contribution to ensure that any benefit pay-outs required by its members are fully provided.
- 4.0 Relative thereto, to streamline the flow of funds, the following shall be observed effective April 1, 2020 up to December 31, 2020:
  - 4.1 While the full year requirement of the government share in the RLIP have been released comprehensively under General Allotment Release Order (GARO) No. 2020-1 dated January 6, 2020, all concerned

departments/agencies are advised that the amounts covering the 12% government share in premium contribution for the period April to December 2020, are hereby withdrawn effective immediately. Accordingly, the negative GARO shall be issued for the purpose covering the 2<sup>nd</sup> to 4<sup>th</sup> quarters funding requirement of the government share.

4.2 Starting April 2020, the DBM shall directly remit to the GSIS the government share in the RLIP contribution for all departments, bureaus and offices of the national government. A Special Allotment Release Order (SARO) reflecting the DBM as the responsible department charged with the remittance of the government share of the premium contribution to GSIS shall be issued. The corresponding Notice of Cash Allocation (NCA) will likewise be released to the DBM on a quarterly basis.

5.0 This Circular shall take effect immediately.

  
**WENDEL E. AVISADO**  
Secretary

