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

February 6, 2024

REGIONAL MEMORANDUM

No. **132**, s. 2024

WORKSHOP ON THE RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES OF DEPED PERSONNEL CLUSTER 3

To: Schools Division Superintendents
All Others Concerned

- Attached is an Advisory dated January 31, 2024 with the subject: **Workshop on the Reconciliation of Reported GSIS Premium Deficiencies of DepEd Personnel Cluster 3.**
- Details on the schedule, venue of workshop, participants, and documents/items to bring are indicated in the Advisory.
- The Schools Division Superintendents are invited for a virtual meeting on **February 14, 2024** from 1:00 to 3:00pm with the link: **<https://bit.ly/GSISC3MeetingReg>.**
- Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

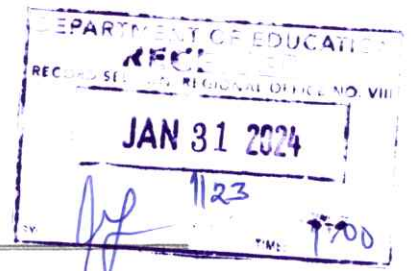
GSIS PREMIUMS RECONCILIATION WORKSHOP

AD-PS-EDR



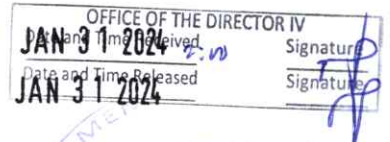


Republic of the Philippines
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 OFFICE OF THE DIRECTOR IV, FINANCE SERVICE

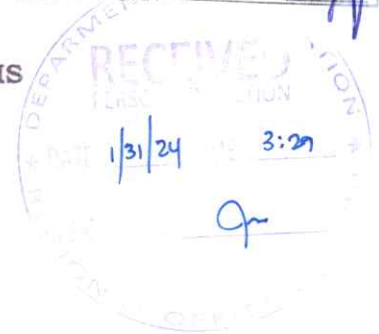


January 31, 2024

ADVISORY



**WORKSHOP ON THE RECONCILIATION OF REPORTED GSIS
 PREMIUM DEFICIENCIES OF DEPED PERSONNEL
 CLUSTER 3 (Regions VI, VII and VIII)**



1. Schedule and Venue of workshop:

a. Schedule:

- February 13 to 16, 2024 (inclusive of travel time)
- Check-in: February 13, 2024 at 2:00 PM - Start of workshop proper (First meal: PM Snack)
- Check-out: February 16, 2024 at 12:00 NN (Last meal: Lunch)

b. Venue: Go Hotels Iloilo, Robinsons Place Iloilo Complex, Corner Ledesma Street and Mabini Street, Iloilo City

2. Participants:

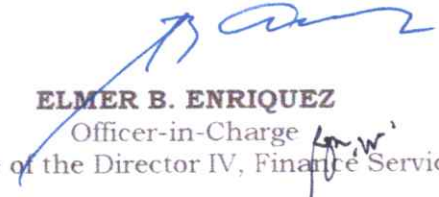
Position/Designation	No. of Pax
FOR REGIONAL OFFICE PROPER (total of 4 pax per ROP):	
• Agency Authorized Officer (AAO) or Assigned Consolidator of remittances for GSIS	1
• Electronic Remittance File (ERF) Handler or RPSU Representative (In-Charge of GSIS Remittances)	1
• Accountant or Bookkeeper (In-Charge of GSIS Remittances)	1
• Chief Administrative Officer of Administrative Division or RPSU Head	1
FOR SCHOOLS DIVISION OFFICE (total of 2 pax per SDO):	
• AAO or Assigned Consolidator of Remittances for GSIS (Personnel Handling Payroll)	1
• ERF Handler or Accountant or Bookkeeper (In-Charge of GSIS Remittances)	1
HOST: Region VI (additional 2 pax)	
• Regional Director or Schools Division Superintendent	2
• Emcee/Host	



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1/31/24

3. All Schools Division Superintendents (SDS) from Regions VI, VII and VIII are also invited for a virtual meeting on February 14, 2024 from 1:00 to 3:00 pm. Kindly register to: <https://bit.ly/GSISC3MeetingReg> for the meeting link. The said virtual meeting aims to remind and engage all SDS on their crucial role in the success of this workshop.
4. Participants are required to fill in this form: <https://bit.ly/GSISReconCluster3> on or before **February 7, 2024**, for the confirmation of attendance and room assignment.
5. All confirmed participants shall be billeted accordingly. Any changes/corrections thereof must be properly communicated with **Ms. Roma G. Marienda** via telephone number 8633-7248 or email address fs.eamd@deped.gov.ph.
6. Participants are required to bring the following for the workshop activities:
 - a. E-Copy of Service Record
 - b. Payroll Files MASTFILE
 - c. Unremitted Premium based on monthly Payroll
 - d. Electronic Billing and Collection System (Locked and Paid)
 - i. Electronic Remittance File (ERF)
 - ii. Summary of Total (SOT)
 - b. Check Disbursement Journal (GSIS)
 - c. Due to GSIS Subsidiary Ledger
 - d. Trial Balance
 - e. General Journal
 - f. Updated GSIS Data Sets per year
 - g. Laptop
 - h. Extension Cord

For the guidance of all concerned. Thank you.


ELMER B. ENRIQUEZ
Officer-in-Charge
Office of the Director IV, Finance Service