



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

August 20, 2024

**REGIONAL MEMORANDUM**

No. **972** s. 2024

**WORKSHOP ON THE RECONCILIATION PROCESSES AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS – CLUSTERS 1-8 (2<sup>nd</sup> LEG)**

To: Schools Division Superintendents  
 All Others Concerned

1. Attached is Memorandum OUF-2024-0548 with the subject: Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters – Clusters 1-8 (2<sup>nd</sup> Leg) on September 16-19, 2024 at the 8<sup>th</sup> Floor GSIS Head Office, Pasay City.
2. Each Schools Division Office is required to send two (2) participants only as follows:
  - a. One (1) AAO or Consolidator of GSIS Remittances
  - b. One (1) ERF Handler our Accountant or Bookkeeper overseeing GSIS remittances.
3. Travel and other allowable expenses shall be charged against the division local funds in accordance with standard accounting and auditing regulations.
4. Immediate dissemination of and strict 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

RECONCILIATION

WORKSHOP

AD-PS-EDR



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





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

DEPARTMENT OF EDUCATION  
**RECEIVED**  
 RECORD SECTION REGIONAL OFFICE NO. VIII

AUG 19 2024

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11:55 am

**MEMORANDUM**

OUF- 2024- 0548

DATE 8/20/24 8:24 AM  
 [Signature]  
 OFFICE NO. 1111

AUG 19 2024 THE DIRECTOR IV  
 Date and Time Received 1:30pm  
 Date and Time Released AUG 19 2024  
 [Signature]

**TO: ALL REGIONAL DIRECTORS  
 ALL SCHOOL DIVISION SUPERINTENDENTS  
 ALL REGIONAL OFFICES and SCHOOLS DIVISION OFFICES**

**ATTENTION:** Chiefs Administrative Officers, Administrative Division  
 Chiefs Administrative Officers, Finance Division  
 Heads, Regional Payroll Services Unit (RPSU)  
 Accountants/Bookkeepers  
 Personnel Unit  
 All Agency Authorized Officers (AAOs)  
 All ERF Handlers  
 Central Office Concerned Personnel

**FROM:**   
**ANNALYN M. SEVILLA**  
 Undersecretary for Finance Service

**SUBJECT: WORKSHOP ON THE RECONCILIATION PROCESSES AND  
 REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER  
 MATTERS - CLUSTERS 1-8 (2<sup>nd</sup> Leg)**

**DATE: July 17, 2024**

This is to inform you about the upcoming event organized by DepEd Central Office in partnership with the Government Service Insurance System (GSIS), titled "Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters - Clusters 1-8." The cluster workshops events will be held at the Auditorium Hall, located on the 8th Floor of the GSIS Head Office, Pasay City.

Given the importance of ensuring accurate reconciliation of GSIS premium deficiencies, a second round of workshops has been scheduled for DepEd personnel to provide the necessary support and guidance.

We look forward to your active participation in this event.

Objectives of the Cluster Workshops:

- a. To submit updated reconciliation reports by region.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City  
 Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703  
 Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)

19 AUG 2024

- b. To gather the funding requirements to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.

1. Composition of Participants:

Each Regional Office Proper (ROP) is required to send four (4) participants only, designated as follows:

- a. One (1) Agency Authorized Officer (AAO)
- b. One (1) ERF Handler or Consolidator of GSIS remittances
- c. One (1) Accountant or Bookkeeper overseeing GSIS remittances
- d. One (1) Chief Administrative Officer or RPSU Head

Each Schools Division Office (SDO) is required to send two (2) participants only, designated as follows:

- a. One (1) AAO or Consolidator of GSIS Remittances
- b. One (1) ERF Handler or Accountant or Bookkeeper overseeing GSIS remittances

2. Clusters Schedule per Region.

Clusters	Regions	Dates*
1	NCR & IV-A	August 6-9, 2024
2	I & CAR	August 27-30, 2024
3	IV-B & V	September 2-5, 2024
4	II & III	September 9-12, 2024
5	VI & VIII	September 16-19, 2024
6	VII & IX	October 1-4, 2024
7	X and XI	October 8-11, 2024
8	XII and CARAGA	October 21-24, 2024

*\*Dates are inclusive of travel time*

3. The following documents must be prepared and brought to the workshop:

- 3.1. E-Copy of Service Record
- 3.2. Payroll Files MASTFILE
- 3.3. FoxPro DEDFILE
- 3.4. Electronic Billing and Collection System
  - \*Remittance File (EBF)
  - \*Summary of Total (SOT)
  - \*Exemption Report (Clarificatory Item, Unmatched)
- 3.5. Summary Due to GSIS General Journal per Month per Year (Accounting)
- 3.6. Unremitted based on monthly remittance (Exemption Report)
- 3.7. ERF uploaded and paid remittance
- 3.8. Summary of Total of all paid remittance
- 3.9. GSIS Data Set per year
- 3.10 Laptop
- 3.11 Extension Cord
- 3.12 Personal toiletries such as shampoo, conditioner and soap.

4. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.
5. Meals to be provided by GSIS throughout the workshops will only include: Breakfast, AM Snacks, Lunch and PM Snacks. Dinner will be charged to your respective local funds as per diem.
6. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.
7. Please confirm your attendance through the provided link on or before the specified deadlines, adhering strictly to your region's schedule. This will also be the basis for assigning rooms to participants.

Cluster	Regions	Deadline	Confirmation Link
1	NCR & IV-A	July 31, 2024	<a href="https://bit.ly/GSISL2R4AandNCR">https://bit.ly/GSISL2R4AandNCR</a>
2	I & CAR	August 14, 2024	<a href="https://bit.ly/GSISL2R1andCAR">https://bit.ly/GSISL2R1andCAR</a>
3	IV-B & V	August 21, 2024	<a href="https://bit.ly/GSISL2R4Band5">https://bit.ly/GSISL2R4Band5</a>
4	II & III	August 28, 2024	<a href="https://bit.ly/GSISL2R2and3">https://bit.ly/GSISL2R2and3</a>
5	VI & VIII	September 4, 2024	<a href="https://bit.ly/GSISL2R6and8">https://bit.ly/GSISL2R6and8</a>
6	VII & IX	September 20, 2024	<a href="https://bit.ly/GSISL2R7and9">https://bit.ly/GSISL2R7and9</a>
7	X and XI	September 30, 2024	<a href="https://bit.ly/GSISL2R10and11">https://bit.ly/GSISL2R10and11</a>
8	XII & CARAGA	October 11, 2024	<a href="https://bit.ly/GSISL2R12andCARAGA">https://bit.ly/GSISL2R12andCARAGA</a>

For inquiries, you may email/contact the Employee Account Management Division at [fs.eamdc@deped.gov.ph](mailto:fs.eamdc@deped.gov.ph) or telephone number (02) 8633-7248/ 8638-8640.

For immediate dissemination and compliance.