



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

11 Apr 2023

DIVISION MEMORANDUM
OSDS No. **033** , s. 2023

GSIS UNPAID PREMIUM RECONCILIATION

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned

1. In line with the current data of unpaid premiums provided by the GSIS EBCS System, the reported data of premium deficiencies need to be reconciled to provide accurate premium remittances to the identified personnel.
2. This aims to:
 - a. validate the reported premium deficiencies per school Administrative Officer II;
 - b. send feedback on the findings under the unmatched names of employees, unmatched basic salary, and other unmatched data against the reported premium deficiencies and Service Record; and
 - c. correct the data of the Service record, if needed.
2. The data of Unpaid Premium from EBCS System will be provided through the official Group Chat (AO-II Accounting Matter) every first week of the month.
3. Personnel responsible for this reconciliation are the Administrative Officers II assigned to the schools. They are directed to report or send the reconciled data to the ERF Handler of the Accounting unit every 20th of the month.
5. For queries on the reconciliation process, personnel concerned are advised to visit the Accounting Unit of the Division Office or contact telephone number **(083) 228-6458**.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south_cotabato@deped.gov.ph





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6. Immediate compliance to this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

BENEFITS

PAYMENT

RBF/DM-GSIS unpaid premium reconciliation
0000/April 11, 2023

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