



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

January 31, 2024

ADVISORY

**WORKSHOP ON THE RECONCILIATION OF REPORTED GSIS
PREMIUM DEFICIENCIES OF DEPED PERSONNEL
CLUSTER 4 (Regions IX, X, XI, XII and CARAGA)**

1. Schedule and Venue of workshop:

a. Schedule:

- February 20 to 23, 2024 (inclusive of travel time)
- Check-in: February 20, 2024 at 2:00 PM - Start of workshop proper (First meal: PM Snack)
- Check-out: February 23, 2024 at 12:00 NN (Last meal: Lunch)

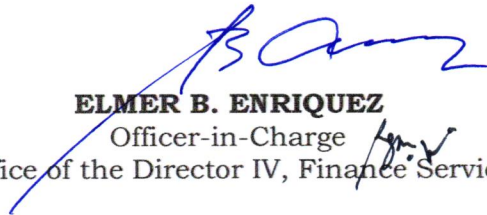
- b. Venue:** Panorama Summit Hotel Davao, Tigatto Road, Buhangin
Davao City

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 XI (additional 2 pax)	
• Regional Director or Schools Division Superintendent	2
• Emcee/Host	

3. All Schools Division Superintendents (SDS) from Regions IX, X, XI, XII and CARAGA are also invited for a virtual meeting on February 21, 2024 from 1:00 to 3:00 pm. Kindly register to: <https://bit.ly/GSISC4MeetingReg> 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/GSISReconCluster4> on or before **February 14, 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 **Mr. Jayson H. Monis** 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