



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

**MEMORANDUM**

TO: **ALL REGIONAL DIRECTORS**

ATTENTION: **CHIEFS OF ADMINISTRATIVE AND FINANCE DIVISION  
HEAD, REGIONAL PAYROLL SERVICES UNIT (RPSU)  
REGIONAL OFFICE PROPER (ROP) ACCOUNTANT or  
BOOKKEEPER  
ROP PERSONNEL UNIT (IN-CHARGE OF GSIS REMITTANCES)  
SDO PERSONNEL (IN-CHARGE OF CONSOLIDATION OF GSIS  
REMITTANCES)  
SDO ACCOUNTANT or BOOKKEEPER (IN-CHARGE OF GSIS  
REMITTANCES)  
CENTRAL OFFICE CONCERNED PERSONNEL**

FROM: **ANA MARIE C. CALAPIT**  
Director IV, Finance Service

SUBJECT: **CONDUCT OF 4-CLUSTER WORKSHOPS ON THE  
RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES  
OF DEPED PERSONNEL FOR YEAR 2012 TO 2023**

DATE: **January 8, 2024**

This is to inform you that the DepEd Central Office (CO) - Employee Account Management Division (EAMD) and Personnel Division will be conducting the **“Workshop on the Reconciliation of Reported GSIS Premium Deficiencies of DepEd Personnel for the year 2012 to 2023”** nationwide in four (4) clusters. In this connection, we are inviting concerned Regional and Schools Division personnel to participate in the said workshop (ATC-2023-CO-00588).

1. The workshop aims to:

- a. Submit the current status of reconciliation per region;
- b. Review the submitted datasets of Regional and Schools Division Offices;
- c. Discuss the issues and concerns of the Regional and Schools Division Offices in accomplishing the given datasets;
- d. Determine the possible recalibration methods in accomplishing the datasets and reconciling the premium deficiencies;
- e. Strengthen coordination with GSIS and relevant stakeholders to establish a streamlined processes and mechanism for regular reconciliation of premium deficiencies; and
- f. Define the ways forward.

2. Cluster Schedule and Venue:

CLUSTER	REGIONS	SCHEDULE (inclusive of travel time)		VENUE
		Check-in	Check-out	
1 – South Luzon (SL)	IV-A, IV-B, V & NCR	January 16, 2024 2:00 PM	January 19, 2024 12:00 NN	Avenue Plaza Hotel, Naga City
2 – North Luzon (NL)	I, II, III & CAR	January 23, 2024 2:00 PM	January 26, 2024 12:00 NN	Hotel Linda, Vigan City
3 – Visayas	VI, VII & VIII	February 13, 2024 2:00 PM	February 16, 2024 12:00 NN	GO Hotels, Iloilo City
4 – Mindanao	IX, X, XI, XII & XIII	February 20, 2024 2:00 PM	February 23, 2024 12:00 NN	Panorama Suites, Davao City

First Meal: PM Snacks

Last Meal: Lunch

3. **Regional Office Proper (ROP)** must be represented by the following participants:

- a. One (1) Agency Authorized Officer (AAO) or Assigned Consolidator of remittances for GSIS
- b. One (1) Electronic Remittance File (ERF) Handler or RPSU Representative (In-Charge of GSIS Remittances)
- c. One (1) Accountant or Bookkeeper (In-Charge of GSIS Remittances)
- d. One (1) Chief Administrative Officer, Administrative Division or RPSU HEAD

**Schools Division Offices (SDOs)** must be represented by the following:

- a. One (1) AAO or Assigned Consolidator of Remittances for GSIS (Personnel Handling Payroll)
- b. One (1) ERF Handler, Accountant or Bookkeeper (In-Charge of GSIS Remittances)

\*Two (2) representatives each from selected Host Regions or School Division Offices (to be indicated on a separate Advisory).

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

- 4.1. E-Copy of Service Record
- 4.2. Payroll Files MASTFILE
- 4.3. Unremitted Premium based on monthly Payroll
- 4.4. Electronic Billing and Collection System (Locked and Paid)
  - \*Electronic Remittance File (ERF)
  - \*Summary of Total (SOT)
- 4.5. Check Disbursement Journal (GSIS)
- 4.6. Due to GSIS Subsidiary Ledger
- 4.7. Trial Balance
- 4.8. General Journal
- 4.9. Updated GSIS Data Sets per year
- 4.10. Laptop
- 4.11. Extension Cord

5. The cost of board and lodging, venue hall, supplies/materials and other related expenses/contingencies of the participants for the above-mentioned workshops shall be charged to FY 2023-CO-GASS. Traveling, per diem and other incidental expenses of:
  - a. Central Office participants and resource persons shall be charged to FY 2023-CO-GASS;
  - b. Regional Office, Schools Division Office participants, and GSIS representatives shall be charged to their respective local funds.

All disbursements/expenses are subject to usual government accounting and auditing rules and regulations.

6. Kindly submit attendance confirmation of participants through the link:

<b>Cluster</b>	<b>Regions</b>	<b>Deadline</b>	<b>LINKS</b>
1 – SL	IV-A, IV-B, V, and NCR	January 11, 2024	<a href="https://bit.ly/GSISReconCluster1">https://bit.ly/GSISReconCluster1</a>
2 – NL	I, II, III, and CAR	January 18, 2024	<a href="https://bit.ly/GSISReconCluster2">https://bit.ly/GSISReconCluster2</a>
3 – Vis.	VI, VII, and VIII	February 08, 2024	<a href="https://bit.ly/GSISReconCluster3">https://bit.ly/GSISReconCluster3</a>
4 – Min.	IX, X, XI, XII and XIII	February 15, 2024	<a href="https://bit.ly/GSISReconCluster4">https://bit.ly/GSISReconCluster4</a>

7. For inquiries, you may email/contact Mr. Jayson Monis, Administrative Officer II and Ms. Lavinia Alvarado, Technical Assistant II of Employee Account Management Division, at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) or telefax number (02) 8633-7248.
8. For immediate dissemination and compliance.

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