



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 15, 2024

REGION MEMORANDUM
AD-2023-009

**PARTICIPATION IN THE WORKSHOP ON THE RECONCILIATION OF REPORTED
GSIS PREMIUM DEFICIENCIES OF DEPED PERSONNEL CLUSTER 4**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. Pursuant to unnumbered DepEd Memorandum dated January 08, 2024, titled **Conduct of 4-Cluster Workshops on the Reconciliation of Reported GSIS Premiums Deficiencies of DepEd Personnel for the year 2012 to 2023**, the Department of Education Central Office through the Employee Account Management Division (EAMD) and Personnel Division will be conducting a nationwide workshop in 4 (four) clusters (Regions IX, X, XI, XII and CARAGA) on **February 20 – 23, 2024 at Panorama Summer Hotel Davao, along Tigatto Road, Buhangin Davao City.**

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

3. Below are the List of Participants:

Name	Position	Office
Joseph Russel M. Farnazo	Supervising Administrative Officer, OIC-CAO	DepEd SOCCSKSARGEN Regional Office
Edwin C. Parcon	Administrative Assistant VI	DepEd SOCCSKSARGEN Region Office
Samsudin M. Paraid	Administrative Assistant I	DepEd SOCCSKSARGEN Region Office
Christopher Jess B. Espero	Administrative Aide VI	DepEd SOCCSKSARGEN Region Office
Jed Adrian J. Baron	Administrative Officer II	Division of Cotabato



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
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Jurenda P. Pilapil	Administrative Officer II	Division of Cotabato
Carlo P. Divedor	Accountant III	Division of South Cotabato
Iris I. Montano	Administrative Assistant III	Division of South Cotabato
April Love P. Buensalido	Administrative Assistant III	Division of Sarangani
Krizza T. Sotillo	Administrative Assistant III	Division of Sarangani
Jenifer C. Arcibal	Administrative Officer II	Division of Sultan Kudarat
Noli Asuncion	Accountant III	Division of Sultan Kudarat
April Rose E. Marcelino	Administrative Officer II	Division of Kidapawan City
Aubrey D. Ela	Administrative Assistant III	Division of Kidapawan City
Mercedita G. Ferolino	Administrative Officer II	Division of Koranadal City
Anna Lamorena	Administrative Assistant III	Division of Koranadal City
Shirlyn D. Cuyong	Administrative Officer II	Division of Tacurong City
Adelpha A. Abenoja	Administrative Officer II	Division of Tacurong City
Renante D. Yasana	Administrative Officer II	Division of General Santos City
Rhea Rose H. Delitina	Administrative Assistant III	Division of General Santos City

4. All **Schools Division Superintendents (SDS) from Region XII** 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.

5. The participants are required to bring the following for the workshop activities:
- E-Copy of Service Record
 - Payroll Files MASTFILE
 - Unremitted Premium based on monthly Payroll
 - Electronic Billing and Collection System (Locked and Paid)
 - Electronic Remittance File (ERF)
 - Summary of Total (SOT)
 - Check Disbursement Journal (GSIS)
 - Due to GSIS Subsidiary Ledger
 - Trial Balance



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- h. General Journal
 - i. Updated GSIS Data Sets per year
 - j. Laptop
 - k. Extension Cord
6. Enclosed are the **unnumbered DepEd Memorandum and Advisory** with indicative schedule of activity for ready reference.
7. Travelling and other related expenses of **RO and SDO participants** shall be charged against their respective MOOE funds, subject to existing budgeting, accounting, and auditing rules and regulations.
8. For clarifications and inquiries, contact **Samsudin M. Paraid, Administrative Assistant I** through samsudin.paraid@deped.gov.ph.
9. For dissemination, information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: Unnumbered DepEd Memorandum

Reference: Unnumbered DepEd Memorandum and Advisory

Allotment: None

To be indicated in the Perpetual Index under the subject:

ADMINISTRATION

HUMAN RESOURCE

PAYROLL

EBA/AD-P/RM/ PARTICIPATION IN THE WORKSHOP ON THE RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES OF DEPED PERSONNEL /006/February 15, 2024



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