



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 0199 s. 2024

To: All Schools Division Superintendents

**SUBMISSION OF CONSOLIDATED SERVICE RECORD OF
 DEPED PERSONNEL**

1. This is in reference to the attached letter dated February 12, 2024 from the branch managers of Government Service Insurance System of Region I, re: submission of consolidated service record of DepEd personnel.
2. In line with this, this Office respectfully requests the preparation of the service record using the following format under your areas of jurisdiction:

BP Number	Last Name	First Name	Middle Name	From	To	Salary

Such service record shall be submitted on or before February 28, 2024 to the specified GSIS email- addresses in a digital format, preferably in a spreadsheet/excel format for purposes of data organization and analysis.

3. For information, guidance and strict compliance.


TOLENTINO G. AQUINO
 Director IV

Encl.: As Stated

References: As Stated

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

CLEARANCES FORMS OFFICIALS
 PERSONNEL

AD/PS/hfa/RM_ConsolidatedSRforGSIS

February 16, 2024





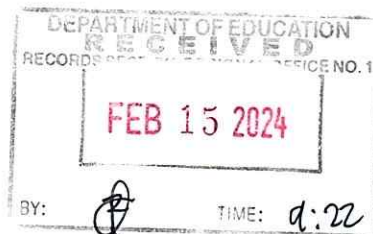
Government Service Insurance System

Paseguruhan ng mga Naglilingkod sa Pamahalaan



February 12, 2024

MR. TOLENTINO G. AQUINO
Regional Director
DEPED Regional Office I
Flores St., Brgy. Catabangen
San Fernando City, La Union 2500



Dear **Director Aquino**:

Greetings from GSIS!

In a joint effort to address the issues and concerns of DEPED regarding unpaid GSIS premium contributions, DEPED, in partnership with GSIS, conducted a North and Central Luzon-wide Cluster Workshop dubbed **"Reconciliation of Reported GSIS Premium Deficiencies of DEPED Personnel"** on various dates.

For Cluster II (Region I, II, III, and CAR), the workshop was conducted in Vigan City, Ilocos Sur, from January 23 to 26, 2024. The workshop was attended by key officials and personnel from GSIS and DEPED. One of the highlights of the workshop was the sharing of best practices by DEPED personnel in charge of the reconciliation. On the other hand, key personnel from our Technical Services Department (TSD) shared tools on how to fast track the reconciliation process, including matching the service records of DEPED employees with their records in the GSIS.

In view thereof, and as agreed upon during the workshop, we would like to humbly request a consolidated service records (SRs) per Division Office for all DEPED employees under your jurisdiction, following the format below:

BP Number	Last Name	First Name	Middle Name	From	To	Salary
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We kindly request that the consolidated service records be provided in a digital format, preferably in a spreadsheet/excel format, to facilitate organization and analysis of the data.

This will somehow eliminate the tedious process of comparing service records of DEPED personnel as against that of the GSIS on per member basis.

To allow our TSD personnel ample time to process the matching of records, may we respectfully request that the consolidated SRs be submitted on or before February 28, 2024.

Should you have any concerns or inquiries regarding the above matter, please do not hesitate to contact the following:

Dagupan Branch Office: Wilber Castro – 0917-5220973; wrcastro@gsis.gov.ph

La Union Branch Office: Joven Parayno - 0932-8629043; jdparayno@gsis.gov.ph

Laoag Branch Office: June Jeannie Agodon – 0915-1823897; jitagodon@gsis.gov.ph

Thank you for your preferential attention on the above request.

Yours truly,

MABEL A. DE GUZMAN
Branch Manager
Dagupan Branch

HAYDEE S. DELINELA
Branch Manager
La Union Branch
DENNIS O. JAVIER
Branch Manager
Laoag Branch

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