



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 938, s. 2024

WORKSHOP ON THE RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES OF DEPED PERSONNEL CLUSTER 1

To: All Schools Division Superintendents

- The Department of Education Regional Office I in partnership with GSIS shall conduct Workshop on Reconciliation Processes and Reports of GSIS Premiums Deficiencies and Other Matters. For Cluster 1, the schedule is on August 27 - 30, 2024 to be held at the Auditorium Hall, located on the 8th Floor of the GSIS Head Office, Pasig City.
- The Participants are the following:

Position/Designation	
For Regional Office Proper (4 pax per ROP)	
1. Bernardo Alcantara Jr.	AAO
2. Laarni Grace F. Madayag	ERF Handler
3. Kryssa Daine Vieza G. Mamaril	Accountant In-charge GSIS Remittances
4. Ramon O. Caniezo	SAO, Administrative Division
For Schools Division Office (2 pax per SDO)	
1. AAO or Assigned Consolidators of Remittances for GSIS (Personnel Handling Payroll)	
2. ERF Handler or Accountant or Bookkeeper (In-charge of GSIS Remittances)	

Kindly confirm attendance through <http://bit.ly/GSIS2RIandCAR>

- The following documents must be prepared and brought to the workshop:
 - E-Copy of Service Record
 - Payroll Files MASTFILE
 - Foxpro DEDFILE
 - Electronic Billing and Collection System
 - *Remittance File (EBF)
 - *Summary of Total (SOT)
 - *Exemption Report (Clarificatory Item, Unmatched)
 - Summary Due to GSIS General Journal per Month per Year (Accounting)
 - Unremitted based on monthly remittance (Exemption Report)
 - ERF uploaded and paid remittance
 - Summary of Total of all paid remittance
 - GSIS Data Set per year
 - Laptop
 - Extension Cord
 - Personal toiletries such as shampoo, conditioner and soap.



4. Venue, accommodation and meals will be provided by GSIS Head Office.
5. Travel expenses of RO and SDO participants will be charged to their respective funds, in accordance with standard accounting and auditing regulations.
6. For inquiries, you may email/contact the Employee Account Management Division at fs.eamd@deped.gov.ph or telephone number (02) 8633-7248/ 8638-8640.
7. For immediate dissemination and compliance.



TOLENTINO G. AQUINO
Director IV

Encl.: as stated
Reference: As Stated
To be indicated in the Perpetual Index
Under the following subjects:

WORKSHOP

REPORT

PERSONNEL

AD/rjlc/RM_ WorkshopontheReconciliationProcessesandReportsofGSISPremiumDeficienciesandother Matters-Cluster1

August 12, 2024

- b. To gather the funding requirements to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.

1. Composition of Participants:

Each Regional Office Proper (ROP) is required to send four (4) participants only, designated as follows:

- a. One (1) Agency Authorized Officer (AAO) **BERNARD ALCANTARA**
- b. One (1) ERF Handler or Consolidator of GSIS remittances **LAARNI GRACE MADAYAG**
- c. One (1) Accountant or Bookkeeper overseeing GSIS remittances **K RYZA**
- d. One (1) Chief Administrative Officer or RPSU Head

Each Schools Division Office (SDO) is required to send two (2) participants only, designated as follows:

- a. One (1) AAO or Consolidator of GSIS Remittances
- b. One (1) ERF Handler or Accountant or Bookkeeper overseeing GSIS remittances

2. Clusters Schedule per Region:

Clusters	Regions	Dates*
1	NCR & IV-A	August 6-9, 2024
2	I & CAR	August 27-30, 2024
3	IV-B & V	September 2-5, 2024
4	II & III	September 9-12, 2024
5	VI & VIII	September 16-19, 2024
6	VII & IX	October 1-4, 2024
7	X and XI	October 8-11, 2024
8	XII and CARAGA	October 21-24, 2024

*(Dates are inclusive of travel time)

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

- 3.1. E-Copy of Service Record
- 3.2. Payroll Files MASTFILE
- 3.3. FoxPro DEDFILE
- 3.4. Electronic Billing and Collection System
 - *Remittance File (EBF)
 - *Summary of Total (SOT)
 - *Exemption Report (Clarificatory Item, Unmatched)
- 3.5. Summary Due to GSIS General Journal per Month per Year (Accounting)
- 3.6. Unremitted based on monthly remittance (Exemption Report)
- 3.7. ERF uploaded and paid remittance
- 3.8. Summary of Total of all paid remittance
- 3.9. GSIS Data Set per year
- 3.10 Laptop
- 3.11 Extension Cord
- 3.12 Personal toiletries such as shampoo, conditioner and soap.

4. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.
5. Meals to be provided by GSIS throughout the workshops will only include: Breakfast, AM Snacks, Lunch and PM Snacks. Dinner will be charged to your respective local funds as per diem.
6. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.
7. Please confirm your attendance through the provided link on or before the specified deadlines, adhering strictly to your region's schedule. This will also be the basis for assigning rooms to participants.

Cluster	Regions	Deadline	Confirmation Link
1	NCR & IV-A	July 31, 2024	https://bit.ly/GSISL2R4AandNCR
2	I & CAR	August 14, 2024	https://bit.ly/GSISL2R1andCAR
3	IV-B & V	August 21, 2024	https://bit.ly/GSISL2R4Band5
4	II & III	August 28, 2024	https://bit.ly/GSISL2R2and3
5	VI & VIII	September 4, 2024	https://bit.ly/GSISL2R6and8
6	VII & IX	September 20, 2024	https://bit.ly/GSISL2R7and9
7	X and XI	September 30, 2024	https://bit.ly/GSISL2R10and11
8	XII & CARAGA	October 11, 2024	https://bit.ly/GSISL2R12andCARAGA

For inquiries, you may email/contact the Employee Account Management Division at fs.eamd@deped.gov.ph or telephone number (02) 8633-7248/ 8638-8640.

For immediate dissemination and compliance.