



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1289 s. 2024

**EXTRA REMUNERATION PROGRAM ON GOVERNMENT SERVICE INSURANCE
SYSTEM (GSIS) MULTI-PURPOSE LOAN (MPL) FOR DEPARTMENT OF
EDUCATION**

To: Assistant Regional Director
Schools Division Superintendents
DepEd ROI Chiefs
All Others Concerned

1. Attached is the copy of GSIS Memorandum Circular No. 057 series of 2024 dated August 13, 2024 from Jose Arnulfo A. Veloso, GSIS President and General Manager, relative to the implementing guidelines for the entitlement of extra remuneration under the MPL accounts of DepEd teaching and non-teaching, which is self-explanatory, for information, guidance, and appropriate action.

2. For widest dissemination.

TOLENTINO G. AQUINO
Director IV

Encl. & References: As stated.

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

GSIS

PAYMENTS

LOANS

ADMIN/RJLC/roc/gnn/lgm/MPLRemuneration
October 09, 2024





Government Service Insurance System
 Paseguruhan ng mga Naglilingkod sa Pamahalaan



Annex C

GSIS Memorandum Circular No. 057 Series of 2024
 RRG 404-24

TO : OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF EDUCATION (DEPED)

SUBJECT : EXTRA REMUNERATION PROGRAM ON GSIS MULTI-PURPOSE LOAN (MPL) FOR DEPARTMENT OF EDUCATION (DEPED)

Pursuant to Board Resolution No. 66 dated 29 July 2024 approving Policy and Procedural Guidelines No. 404-24 on the Extra Remuneration Program on GSIS MPL for DepEd dated 13 August 2024, the following implementing guidelines are hereby issued:

A. Coverage

This shall cover loan repayments under the MPL accounts of DepEd teaching and non-teaching personnel.

B. Rate of Extra Remuneration Incentive

The rate of extra remuneration shall be 1.0% of the total loan repayment remitted by an agency for a given quarter.

C. Entitlement to Extra Remuneration Incentive

A remitting agency shall be entitled to extra remuneration if the following conditions are met:

1. The agency has record of remittances for loan repayments for at least a quarter of the calendar year (i.e., January to March, April to June, July to September, and October to December);
2. The agency remittances for a given quarter were made within the prescribed period of ten (10) days of the calendar month following the month in which the quarterly repayments are due;
3. The ERF corresponding to the agency remittance was uploaded through the Electronic Billing and Collection System (eBCS) and with status "Paid";
4. The total cumulative repayments remitted under MPL for a given quarter makes up one hundred percent (100%) of the total billed amount for a given quarter (refer to example below); and

Month	Amount Billed	Amount Paid
January	250,000.00	250,000.00 (100%)



Month	Amount Billed	Amount Paid
February	280,000.00	250,000.00 (89.3%)
March	270,000.00	300,000.00 (111%)
TOTAL	800,000.00	800,000.00
% Collection (Qtr)		100.00%

5. The agency has no record of dishonored check that was not replaced for the quarter being evaluated.
6. The agency shall issue an Official Receipt (O.R.) to GSIS for the receipt of payment of extra remuneration.

D. Assessment of Remitting Agencies

1. As the assessment of remitting agencies is done on a quarterly basis, the extra remuneration to be computed shall be on a quarterly, and not on a per-month, basis.
2. The qualified remitting agencies shall be informed of their qualification to the incentive in writing.

E. Payment of the Extra Remuneration Incentive

1. The extra remuneration shall be processed within two (2) months from the receipt of a written request of the remitting agency, signed by the Agency Authorized Officer (AAO), ERF Handler, and Head of Agency, and filed within thirty (30) calendar days after receipt of the letter from the GSIS.
2. Delayed filing of requests for payment of extra remuneration shall be processed by the GSIS for as long as these are filed within a given year.

However, requests on payment of the extra remuneration incentive for the 4th quarter period must be received by GSIS on or before June 30 of the following year, regardless of when the letter was received from the GSIS.

Any request filed beyond the prescribed periods shall no longer be accepted.

3. The payment of the extra remuneration incentive shall be under the name of the Remitting Agency / Centrally Remitting Agency or its designated office directly involved in the collection and/or remittance of loan repayments; and shall be made via bank fund transfer through issuance of Letter of Authority (LOA).

For this purpose, the agency shall submit to GSIS a notarized authorization letter signed by the Head of Agency or the designated representative to deposit through online fund transfer the payment to their duly registered or official Depository Bank by indicating only one (1) bank account and other bank information, such as Name of Payee, Beneficiary Bank, Bank Address, Bank Account Number and Swift Code.

4. Payment of extra remuneration shall be made every 3rd and 18th day of the month or the working day after, if it falls on a non-working day via batch



processing. Cut-off date in the processing of payment is two (2) business days prior to payment date.

5. The remitting agency shall be required to issue an O.R. dated on the date the payment credit for extra remuneration was made within five (5) working days from the completion of bank fund transfer.
6. The agencies shall consider their internal policies and guidelines in the distribution of the extra remuneration as indirect compensation (i.e., DepEd Provident Fund), subject to the existing rules and regulations of COA and DBM.

Please be guided accordingly.

JOSE ARNULFO A. VELOSO
President and General Manager

Date Signed: AUG 13 2024

