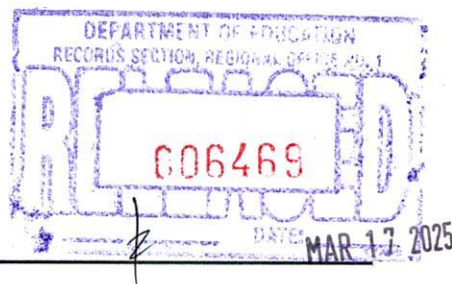




Republic of the Philippines
Department of Education
 REGION I




REGIONAL MEMORANDUM
 No. 403 s. 2025

SUBMISSION OF FINAL REPORT ON THE GSIS PREMIUMS ARREAR RECONCILIATION

**TO: Schools Division Superintendents
 Authorized Agency Officer
 ERF Handler/GSIS Premium Arrears In charge**

1. In relation to the submission of consolidated final report on the GSIS Premium Arrears to the Central office on March 27, 2024, submission of report for the SDO's will on or before March 25, 2025 for the Regional office to have time for the consolidation.
2. The final report endorsed by your respective Schools Division Superintendents with the Oath of Undertaking should be submitted using this template: <https://tinyurl.com/2s38j63s>. Annexes A to F must be properly filled out. For Annex A (Beginning balances), use the latest datasets provided by your GSIS Branches.
3. Before the finalization of report, an online meeting will be conducted on March 24, 2025, at 2:00 pm. Participants are those who are directly involved in the reconciliation process. Please use this link for the meeting <https://bit.ly/GSISARREARRECON>
4. Be guided accordingly.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
 Chief Administrative Officer
 Administrative Services Division

rpsu/ad/bha/memo_reconreportsubmission
 March 17, 2025



Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I | region1@deped.gov.ph
 www.depedregion1.com

Doc. Ref. Code	RO-ORD	Rev	00
Effectivity	11 18 2024	Page	1 of 1

