



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 205 s. 2026

To: Regional Office AAO AND ERF Handler  
 SDO AAO'S AND ERF Handlers  
 SDO Alternate AAO'S

**DEPED REGIONAL OFFICE I AGENCY AUTHORIZED OFFICERS (AAO), ELECTRONIC REMITTANCE FILE (ERF) HANDLERS, ALTERNATE AAO'S AND GSIS OFFICERS COORDINATION MEETING**

1. A letter request from GSIS, represented by **Dir. Gilbert T. Sadsad**, GSIS Board of Trustees member was received by this office for a coordination meeting with the DepEd Regional Office I at **National Educators' Academy of the Philippines Region I (NEAP RO1), San Vicente, Sa Fernando City, La Union, on February 19, 2026.**
2. The agenda of the meeting are the following:
  - Updates of all necessary and appropriate entitlement to benefits provided by GSIS
  - Strengthening of the existing mechanisms governing remittances
  - Reduction of Unpaid Premiums Receivables
  - Harmonization of processes between GSIS billings and Payroll Processes.
  - Other matters
3. In line with this activity, this office cordially invites the SDO AAO's, ERF Handlers and Alternate AAO's to attend the meeting.
4. This memorandum serves as your Authority to travel. Travel expenses shall be charged to local funds subject to usual accounting and auditing rules and regulations.
5. Be guided accordingly.

**TOLENTINO G. AQUINO**  
 Director IV

ADS/RPSU/bha/GSIS\_Meeting  
 February 19, 2025



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**Government Service Insurance System**  
Paseguruhan ng mga Naglilingkod sa Pamahalaan



**TOLENTINO G. AQUINO**  
Regional Director  
DepEd Regional Office I  
San Fernando, La Union

**Dear RD Aquino:**

Hope this letter finds you well.

Among my tasks, as a Member of the Board of Trustees of the Government Service Insurance System (GSIS) representing the Education Sector, is to ensure that all members, particularly teaching and non-teaching personnel, are given the necessary updates and appropriate entitlement to benefits provided by GSIS.

On this note, we would like to seek a meeting with you, including your Assistant Regional Director, morning of **February 19, 2026**, and after that, we request a meeting with your Regional Payroll In-charge, SDO AAOs, and SDO ERF Handlers.

Our meeting with you and your select personnel aims to strengthen the existing mechanisms governing remittances, the reduction of Unpaid Premium Receivables, and the harmonization of processes between GSIS billings and Payroll Processes.

Regarding the venue of the said meeting, may we also request the availability of your conference room.

Looking forward to this effort as a milestone in resolving recurring issues related to this matter.

Thank you.

Very truly yours,

**GILBERT T. SADSAD**  
Member  
GSIS Board of Trustees

RD AS



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