

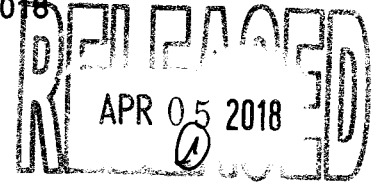


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



April 3, 2018



DEPED-CAR Time: \_\_\_\_\_

**MEMORANDUM**

**TO :** All Schools Division Superintendents  
Administrative Officer V of the Division Offices  
Designated Authorized Agency Officers for GSIS  
Of the Division Offices  
All concerned

**FROM :** **MAY B. ECLAR, Ph.D., CESO V**  
Officer-in-Charge  
Office of the Regional Director

**SUBJECT : UPDATING OF PERSONNEL RECORDS IN THE REGIONAL PAYROLL SERVICES UNIT AND THE GOVERNMENT SERVICE INSURANCE SYSTEM**

1. It has been observed during the uploading of GSIS remittances that the records of some personnel especially their basic salaries per RPSU master file are not the same as that in the GSIS database. Hence, the Division Offices are to update the personnel records of employees in both the RPSU and the GSIS.

2. The Designated GSIS Authorized Agency Officers (AAOs) are, aside from their responsibility related to loan processing, also responsible for promptly transmitting electronically to the GSIS Membership the Agency Remittance Advice Forms to update the records of members as follows:

- Form A – For newly hired or re-employed employees/creation of records (new members)/those reinstated in the Service (same agency only); For BP creation
- Form B – For Transfer of Office (transferee from other agency – transferred in or transferred out)
- Form C – For Salary Updating/salary adjustments e.g due to salary increase, Promotion, step increment
- Form D – For separated/terminated/ resigned/dismissed/death and Leave of Absence without Pay resulting to no premium remittances for 2 consecutive months
- Form E - For change of data in the master records such as name, date of Birth, civil status, etc.

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



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The Designated Division Office GSIS AAOs are also expected to act on clarificatory items from the GSIS received through the Regional Payroll Services Unit (RPSU).

3. Be reminded that late submission of ARA Forms may result in delayed remittances.
4. The names, contact number and email addresses of the designated Division AAOs are requested to be submitted to the Administrative Division through [adm.depedcar@gmail.com](mailto:adm.depedcar@gmail.com) or to the RPSU at [rpsu.depedcar@gmail.com](mailto:rpsu.depedcar@gmail.com).
5. For guidance and compliance.

/cdad

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