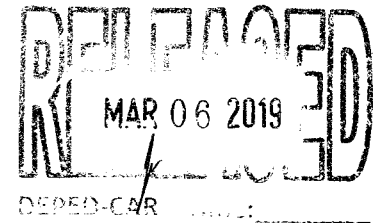




Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet



February 29, 2019



MEMORANDUM

TO : Schools Division Superintendents  
 Division Office Administrative Officers  
 Division Office GSIS Agency Authorized  
 Officers (AAO)  
 Division Personnel Officers  
 All Concerned

FROM :  **MAY B. ECLAR, Ph.D., CESO V**  
 Regional Director

SUBJECT : UPDATING OF GSIS MEMBERS' DATA

1. This memorandum is being issued because despite monthly emails sent to the Division Offices regarding clarificatory items/unmatched name items which the Division Office AAO have to act on, there are still payroll deductions representing GSIS premiums and loan amortizations which are not remitted due to these clarificatory items/unmatched name items such as invalid BP numbers, unmatched remitting agency, unmatched basic salary, unmatched combination of BP number and name, and the like.
2. The submission of the appropriate ARA Forms/service records to GSIS by the Division Office AAOs should be given priority by the Division Offices. All AAOs are advised to check the clarificatory items/unmatched name items sent to them/their Divisions by Ms. Grace Dampulay, Regional Office ERF handler, and submit the required appropriate documents (ARA Forms/service records) to GSIS *on or before March 11, 2019*.
3. The DepED-CAR Regional Office shall not shoulder the penalties arising from the non-remittance of payroll deductions due to non-updating of GSIS records. These shall be shouldered by the employee/s who failed to comply promptly with the requirements of the GSIS. Suspension/Denial of benefits due to the non-remittance of these premiums and loan amortizations shall also be the responsibility of the employee/s who failed to comply.
4. For information and compliance.

Tracking Number:

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434