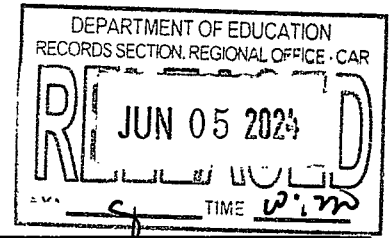




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



June 4, 2024

REGIONAL MEMORANDUM


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
REMITTANCE OF SALARY DEDUCTIONS AND GOVERNMENT SHARE OF RPSU-PAID TEACHERS AND PERSONNEL

TO: Assistant Regional Director
All Schools Division Superintendents
All Others Concerned

1. The Government Service Insurance System (GSIS) and Home Development Mutual Fund (HDMF/Pag-IBIG) require synchronization of the payroll with that of the member's record filed with the system. Since access to employees' data is readily available at the Division Office, and taking into consideration the recommendation of the Commission on Audit, the Regional Office considered transferring to the Division Offices the responsibility of remitting the monthly salary deductions and government share due to GSIS and HDMF of RPSU-paid personnel. All Divisions are amenable to the transfer. The transfer of the responsibility is effective May 2024 payroll.
2. A virtual meeting regarding the downloading to the Division Offices of the responsibility of remitting GSIS and HDMF remittances was conducted on May 3, 2024. A workshop to provide technical assistance to concerned division office personnel was conducted on May 20-21, 2024 at Baguio City.
3. It shall be the responsibility of the Division Offices to closely coordinate with the GSIS and the HDMF branches they belong to regarding all matters concerning the remittances to be made. Division Offices should make sure that salary deductions and government share of these RPSU-paid teachers and personnel are remitted to GSIS and HDMF before the deadline.
4. For information and strict compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV / Regional Director 

ASD&FINANCE/OCAO/connia 



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