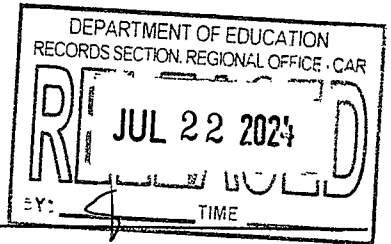




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



July 22, 2024

REGIONAL MEMORANDUM
 No. 475.2024

PROVISION OF TECHNICAL ASSISTANCE RELATIVE TO UNREMITTED SALARY DEDUCTIONS AND GOVERNMENT SHARE TO THE GSIS

TO: All Schools Division Superintendents
 Heads, Schools Division Administrative Units
 Heads, Schools Division Finance Units
 Schools Division Human Resource Mgmt. Officers
 Designated GSIS Agency Authorized Officers (AAOs)
 Others concerned

1. The records of our ERF Handler in the Regional Office shows that as of July 11, 2024, there are GSIS deductions from CY 2017 to April 2024 that are still unremitted. The total amount is Four Million One Hundred Ninety-Three Thousand Two Hundred Twenty-Two Pesos and 78/100 (Php4,193,222.78).

2. To solve this problem the soonest, 2 or 3 personnel from the Regional Office shall be visiting the Division Offices to provide technical assistance to the concerned personnel.

3. The tentative schedule of the technical assistance to the Divisions is as follows:

Dates	Schools Division	Dates	Schools Division
July 29-Aug 2	Benguet	Sept 23-27	Ifugao
August 12-16	Baguio	October 14-18	Abra
August 26-30	Apayao	October 21-25	Mt. Province
Sept. 16-20	Tabuk & Kalinga		

4. Participants from the Division Offices shall be the:
 a) GSIS Agency Authorized Officers (AAOs), principal and alternate, who will be working on updating members data in the GSIS Webmsp;
 b) GSIS ERF Handler, to aid in the reconciliation; and, the
 c) personnel/s incharge of preparing Service Records.

5. The participants are expected to be excused from other tasks in the Division Office during the above dates to concentrate on the reconciliation of data. The Division Office is expected to provide a room/venue with strong internet connection to be used during the duration.

6. The following should be prepared, to be used during the activity:



Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph



<https://depedcar.ph>



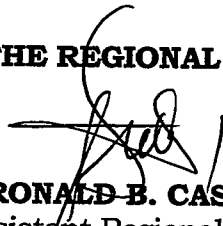
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- a) Updated Service Records (soft copies and unsigned hard copies) of some employees, the lists of which were already sent to the division Administrative Officer Vs; and,
 - b) Proof of collection of the overpayments shown on the Certificates of Last Payment of some personnel already separated from the service. The list of these former DepEd employees referred to shall be emailed to the division administrative officer Vs as well.
7. For questions and clarifications, please contact Ms. Alice Bodong, Accountant and ERF Handler, via email at alice.bodong@deped.gov.ph or telephone number (074) 422-5155.
 8. For information and strict compliance.

FOR THE REGIONAL DIRECTOR:


RONALD B. CASTILLO
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ASD&FINANCE/OCAOs/connie



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