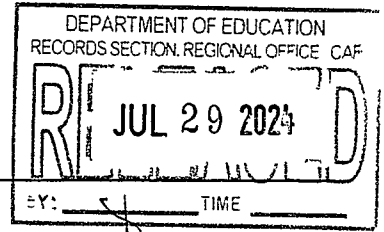




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



July 26, 2024

**REGIONAL MEMORANDUM**

No. 485.2024

**REMINDERS ON GSIS MEMORANDUM CIRCULAR No. 51 s 2023 AND GSIS MEMORANDUM CIRCULAR 055 s. 2024**

To : All Schools Division Superintendents  
 Chiefs of the Administrative Services and Finance Divisions  
 School Heads  
 Heads, Schools Division Administrative Units  
 Heads, Schools Division Finance Units  
 GSIS AAOs and ERF Handlers  
 Others concerned

1. Enclosed are copies of GSIS Memorandum Circular No. 51 s. 2023 on the "Electronic Billing and Collection System (EBCS) Threshold in the Remittance of Compulsory Premiums" and GSIS Memorandum Circular No. 55 s. 2024 on the subject of "Utilization of Electronic Collection for Agency Remittances".
2. The concerned personnel in the Division Office should coordinate with the GSIS Branch in their area for any questions or clarifications regarding the memoranda.
3. For strict compliance of all concerned.


  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/Regional Director 

ASD/OCAO/connie



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

 DepEd Tayo Cordillera

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



**GSIS MEMORANDUM CIRCULAR NO. 051 SERIES OF 2023**

**TO : HEADS OF CONSTITUTIONAL BODIES, BUREAUS, AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT OWNED OR CONTROLLED CORPORATIONS, STATE UNIVERSITIES AND COLLEGES AND ALL OTHERS CONCERNED**

**SUBJECT: ELECTRONIC BILLING AND COLLECTION SYSTEM (EBCS) THRESHOLD IN THE REMITTANCE OF COMPULSORY PREMIUMS**

Pursuant to Office Order No. 637-23 dated 30 Nov 2023, the following guidelines on the EBCS Threshold in the Remittance of Compulsory Premiums are hereby issued:

**A. COVERAGE**

This shall cover all government agencies remitting compulsory premiums to the GSIS.

**B. GUIDELINES**

**1. ELECTRONIC REMITTANCE FILE (ERF) VALIDATION OR MATCHING PROCESS**

An uploaded ERF shall pass the validation or matching process if the Business Partner (BP) count in the ERF is 100% matched with the EBCS reference table for compulsory premium remittances. For this purpose, the BP count shall consider members with assigned BP numbers.

In case of unmatched BP count and the reason for such is due to separation from service (retirement, death, dismissal from service and cessation of membership coverage), suspension and/or leave without pay, transfer of member, and secondment, it shall be considered PASSED, provided that the difference is not more than 2%.

**2. AGENCY ACTION FOR FAILED VALIDATION**

In case the ERF does not pass the validation or matching process, the Agency Authorized Officer (AAO) shall request for the updating of membership record by uploading Membership Updating Form/s in the GSIS WEBMSP. Changes may be due to the following:



Financial Center, Pasay City, Metro Manila, 1308

[www.gsis.gov.ph](http://www.gsis.gov.ph)  
 [facebook.com/gsis.ph](https://facebook.com/gsis.ph)

GSIS Official  
 [gsiscare@gsis.gov.ph](mailto:gsiscare@gsis.gov.ph)

8847 4747  
1-800-8847-4747 (Globe/TM)  
1-800-10-8474747 (Smart/TnT/Sun)



- a. Creation of new BP/member;
- b. Transfer of member;
- c. Salary adjustment;
- d. Leave of Absence Without Pay;
- e. Suspension;
- f. Separation from government service (retirement, death, dismissal from service and cessation of membership coverage); and/or
- g. Secondment.

The agency through the ERF Handler shall reupload the ERF after updates have been effected.

### 3. SYSTEM REVIEW

Any changes to the allowance set for the validation or matching process shall be reevaluated and reconfigured as necessary.

Please be guided accordingly.

**JOSE ARNULFO A. VELOSO**  
President and General Manager

Date signed: NOV 30 2023





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



**GSIS MEMORANDUM CIRCULAR NO. 055, SERIES OF 2024**

**TO : HEADS OF CONSTITUTIONAL BODIES; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT OWNED OR CONTROLLED CORPORATIONS; STATE UNIVERSITIES AND COLLEGES; AND ALL OTHERS CONCERNED**

**SUBJECT : UTILIZATION OF ELECTRONIC COLLECTION FOR AGENCY REMITTANCES**

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The use of electronic data messages, electronic documents and technology in performing government functions such as, but not limited to, collection and payment is allowed. Thus, the use of Electronic Collection (e-Collection) or Electronic Payment (e-Payment) system is encouraged, pursuant to the Electronic Commerce Act of 2020; and Ease of Doing Business and Efficient Government Service Delivery Act of 2018, subject to regulations.

The GSIS, recognizing the vital need for enhanced convenience, security and efficiency of agency remittances, hereby institutes the utilization of the following electronic collection channels for agency remittances, effective **October 1, 2024**:

1. LBP We Access<sup>1</sup>
2. LBP Electronic Modified Disbursement System (EMDS)<sup>2</sup> or
3. Direct Electronic Payment (DEP) System<sup>3</sup>

*Note: Enrollment in any of these LBP modes of online collection facilities must be undertaken by responsible officials duly authorized by the Head of Agency.*

This initiative is in alignment with existing laws, rules, and regulations, aimed at streamlining remittance procedures and enhancing overall efficiency, to wit:

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<sup>1</sup> LBP We Access – internet banking facility developed for LBP's institutional clients, both private corporations and government entities.

<sup>2</sup> LBP EMDS – internet banking facility developed for LBP's National Government Agencies (NGAs) clients.

<sup>3</sup> DEP System – electronic payment scheme wherein payments are made by the government entity itself, using the intermediary's technology or infrastructure. This includes the use of Advice to Debit Account (ADA) or agency's authorization for LBP to debit specified amount from its available account balance for payment of remittances.



1. Executive Order No. 170, s. 2022 on the "*Adoption of Digital Payments for Government Disbursements and Collections*," mandating all government agencies to adopt digital payments for their respective disbursements and collections.
2. Republic Act No. 8792 on the "*Electronic Commerce Act*," mandating all government agencies to provide for the method and manner of payment or settlement of fees and other obligations to the government and to require and/or accept payments and issue receipts acknowledging such payments through systems, using electronic data messages or electronic documents.
3. Republic Act No. 11032 or the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*," mandating acceptance of digital payments in government collections to promote efficient delivery of government services, expedite transactions, boost revenue and reduce the risk of graft and corruption.
4. *Bangko Sentral ng Pilipinas (BSP)'s Digital Payments Transformation Roadmap 2020-2023 and the National Strategy for Financial Inclusion 2022-2028*, complementing existing efforts to make formal financial services accessible to vulnerable and underserved sectors.
5. Department of Finance (DOF) Department Circular No. 002-2022 on *Revised Guidelines on Authorized Depository Banks*.
6. Commission on Audit Circular No. 2021-014, s. 2021 on the *Guidelines on the Use of Electronic Collection (e-Collection) and Electronic Payment (e-Payment) for Government Transactions*.
7. Commission on Audit Circular No. 2013-007, s. 2013 on the *Guidelines for the Use of Electronic Official Receipts to Acknowledge Collection of Income and other Receipts of Government*.
8. Joint Department Administrative Order No. 10-01, s. 2010 on the *Guidelines on the Use of Access Devices for Payment of Fees, Charges, Assessments and other Revenues Due to the Government through the Electronic Payment and Collection System (EPCS) of the Government Entity*.
9. Joint Department Administrative Order No. 02, s. 2006 on the *Guidelines Implementing RA 8792 on Electronic Payment and Collection System (EPCS) in Government*.

To ensure the proper transition of agencies' disbursement and collection procedures and policies to accommodate digital payments towards the full implementation of this circular, all remitting agencies shall fully implement digital disbursements in their agencies within six (6) months or from **April 1- September 30, 2024**.

The transition period reflects the operational readiness and capability of an agency to implement digital payment solutions **effective October 1, 2024**.



For this purpose, GSIS offices, in coordination with LBP, will conduct training sessions on LBP's Modes of Online Collections for Agency Remittances from April 1, 2024 to June 30, 2024.

All agencies are hereby enjoined to promptly comply with the required enrollment forms, submit necessary documentary requirements, and designate authorized agency officials to ensure seamless implementation.

For your information and guidance.

JOSE ARNULFO A. VELOSO  
President and General Manager

Date: APR 04 2024

