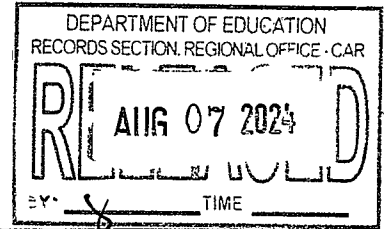




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



August 5, 2024

**REGIONAL MEMORANDUM**  
 No. 524.2024

**DISSEMINATION OF MEMORANDUM OUF-2024-0548 (WORKSHOP ON THE RECONCILIATION PROCESSES AND REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS – CLUSTERS 1-8 (2<sup>nd</sup> Leg))**

To : Asst. Regional Director  
 All Schools Division Superintendents  
 Chief/Head of Administrative Services Division/Unit  
 Chief/Head of Finance Division/Unit  
 Head, Regional Payroll Services Unit (RPSU)  
 Accountants/Bookkeepers  
 All Agency Authorized Officers (AAOs)  
 All ERF Handlers  
 All others concerned

1. The Central Office issued Memorandum OUF-2024-0548 dated July 17, 2024, **“Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters – Cluster 1-8 (2<sup>nd</sup> Leg)”**, a copy of which is herein attached. Venue of the workshop shall be the **Auditorium Hall on the 8<sup>th</sup> Floor of the GSIS Head Office, Pasay City**. Region CAR belongs to Cluster 2 and the workshop will be on **August 27-30, 2024** (inclusive of travel time).

2. Attention is invited to Nos. 1 (participants) and 3 (documents to be prepared and brought to the workshop) of the memorandum. Confirmation of attendance to the workshop should be done on or before August 14, 2024 through the confirmation link specified in the memorandum.

3. The objectives of the workshop are: to submit an updated consolidated reconciliation report as well as to determine the funding requirement for reconciled premium deficiencies. Participants to this workshop should bring with them their division updated reconciliation report. The data for reconciliation was given at Vigan City last January 23-26 2024 during the Workshop on the Reconciliation of Reported GSIS Premium Deficiencies of DepEd Personnel for Year 2012-2023.

4. For information, guidance and strict compliance.

  
 ESTELA P. LEON-CARIÑO EdD, CESO III  
 2024.08.07 08:33:30 +08'00'  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/Regional Director 

Encl.: as stated

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

 <https://depedcar.ph>



Certificate No. PMP 0282  
 24 03 0122




Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

OUF- 2024- 0548

**TO: ALL REGIONAL DIRECTORS  
ALL SCHOOL DIVISION SUPERINTENDENTS  
ALL REGIONAL OFFICES and SCHOOLS DIVISION OFFICES**

**ATTENTION:** Chiefs Administrative Officers, Administrative Division  
Chiefs Administrative Officers, Finance Division  
Heads, Regional Payroll Services Unit (RPSU)  
Accountants/Bookkeepers  
Personnel Unit  
All Agency Authorized Officers (AAOs)  
All ERF Handlers  
Central Office Concerned Personnel

**FROM:**   
**ANNALYN M. SEVILLA**  
Undersecretary for Finance Service *z*

**SUBJECT: WORKSHOP ON THE RECONCILIATION PROCESSES AND  
REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER  
MATTERS - CLUSTERS 1-8 (2<sup>nd</sup> Leg)**

**DATE: July 17, 2024**

This is to inform you about the upcoming event organized by DepEd Central Office in partnership with the Government Service Insurance System (GSIS), titled "Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters - Clusters 1-8." The cluster workshops events will be held at the Auditorium Hall, located on the 8th Floor of the GSIS Head Office, Pasay City.

Given the importance of ensuring accurate reconciliation of GSIS premium deficiencies, a second round of workshops has been scheduled for DepEd personnel to provide the necessary support and guidance.

We look forward to your active participation in this event.

Objectives of the Cluster Workshops:

- a. To submit updated reconciliation reports by region.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City  
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703  
Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)

- b. To gather the funding requirements to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.

1. Composition of Participants:

Each Regional Office Proper (ROP) is required to send four (4) participants only, designated as follows:

- a. One (1) Agency Authorized Officer (AAO)
- b. One (1) ERF Handler or Consolidator of GSIS remittances
- c. One (1) Accountant or Bookkeeper overseeing GSIS remittances
- d. One (1) Chief Administrative Officer or RPSU Head

Each Schools Division Office (SDO) is required to send two (2) participants only, designated as follows:

- a. One (1) AAO or Consolidator of GSIS Remittances
- b. One (1) ERF Handler or Accountant or Bookkeeper overseeing GSIS remittances

2. Clusters Schedule per Region:

<b>Clusters</b>	<b>Regions</b>	<b>Dates*</b>
1	NCR & IV-A	August 6-9, 2024
2	I & CAR	August 27-30, 2024
3	IV-B & V	September 2-5, 2024
4	II & III	September 9-12, 2024
5	VI & VIII	September 16-19, 2024
6	VII & IX	October 1-4, 2024
7	X and XI	October 8-11, 2024
8	XII and CARAGA	October 21-24, 2024

*\*(Dates are inclusive of travel time)*

3. The following documents must be prepared and brought to the workshop:

- 3.1. E-Copy of Service Record
- 3.2. Payroll Files MASTFILE
- 3.3. FoxPro DEDFILE
- 3.4. Electronic Billing and Collection System
  - \*Remittance File (EBF)
  - \*Summary of Total (SOT)
  - \*Exemption Report (Clarificatory Item, Unmatched)
- 3.5. Summary Due to GSIS General Journal per Month per Year (Accounting)
- 3.6. Unremitted based on monthly remittance (Exemption Report)
- 3.7. ERF uploaded and paid remittance
- 3.8. Summary of Total of all paid remittance
- 3.9. GSIS Data Set per year
- 3.10 Laptop
- 3.11 Extension Cord
- 3.12 Personal toiletries such as shampoo, conditioner and soap.

4. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.
5. Meals to be provided by GSIS throughout the workshops will only include: Breakfast, AM Snacks, Lunch and PM Snacks. Dinner will be charged to your respective local funds as per diem.
6. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.
7. Please confirm your attendance through the provided link on or before the specified deadlines, adhering strictly to your region's schedule. This will also be the basis for assigning rooms to participants.

<b>Cluster</b>	<b>Regions</b>	<b>Deadline</b>	<b>Confirmation Link</b>
1	NCR & IV-A	July 31, 2024	<a href="https://bit.ly/GSISL2R4AandNCR">https://bit.ly/GSISL2R4AandNCR</a>
2	I & CAR	August 14, 2024	<a href="https://bit.ly/GSISL2R1andCAR">https://bit.ly/GSISL2R1andCAR</a>
3	IV-B & V	August 21, 2024	<a href="https://bit.ly/GSISL2R4Band5">https://bit.ly/GSISL2R4Band5</a>
4	II & III	August 28, 2024	<a href="https://bit.ly/GSISL2R2and3">https://bit.ly/GSISL2R2and3</a>
5	VI & VIII	September 4, 2024	<a href="https://bit.ly/GSISL2R6and8">https://bit.ly/GSISL2R6and8</a>
6	VII & IX	September 20, 2024	<a href="https://bit.ly/GSISL2R7and9">https://bit.ly/GSISL2R7and9</a>
7	X and XI	September 30, 2024	<a href="https://bit.ly/GSISL2R10and11">https://bit.ly/GSISL2R10and11</a>
8	XII & CARAGA	October 11, 2024	<a href="https://bit.ly/GSISL2R12andCARAGA">https://bit.ly/GSISL2R12andCARAGA</a>

For inquiries, you may email/contact the Employee Account Management Division at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) or telephone number (02) 8633-7248/ 8638-8640.

For immediate dissemination and compliance.



Republic of the Philippines  
**Department of Education**

Date: 17 JULY 2024

AR No: AR-2024-CO-03335

FOR : *Annalyn M. Sevilla*  
**ANNALYN M. SEVILLA**  
 Undersecretary for Finance

*601119*  
 AC-24-FS-EAMD-CASCO-2678  
 10000000000000000000 - P 605,440.00  
*[Signature]*  
 MAEDUCADMINSTRAL  
 SEC. OFFICE  
 DEPARTMENT OF EDUCATION

FROM : *Elmer B. Enriquez*  
**ELMER B. ENRIQUEZ**  
 Supervising Administrative Officer  
 Officer-in-Charge, Employee Account Management Division

SUBJECT: **WORKSHOPS ON THE RECONCILIATION OF PROCESSES AND REPORTS OF THE GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS - CLUSTERS 1 TO 8 (SECOND LEG)**

NAME OF PROGRAM(S)/PROJECT(S)	AUTOMATIC PAYROLL DEDUCTION SYSTEM			
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target	
	OC-24-FS-EAMD-GASS-004	Submitted Report on GSIS Reconciled Premiums	16 regions	
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity		
	AC-24-FS-EAMD-GASS-006	Workshops on the Reconciliation of Processes and Reports of the GSIS Premium Deficiencies and other matters - Clusters 1 to 8		
		Clusters	Regions	Amount
		1	NCR & IV-A	P 76,680.00
		2	I & CAR	75,180.00
		3	IV-B & V	75,180.00
		4	II & III	75,680.00
		5	VI & VIII	76,180.00
		6	VII & IX	75,680.00
		7	X & XI	75,680.00
	8	XII & CARAGA	75,180.00	
	<b>Total:</b>		<b>P 605,440.00</b>	



Republic of the Philippines  
**Department of Education**

Date **17 JULY 2024**

AR No: **AR-2024-CO-03335**

FOR : **ANNALYN M. SEVILLA**  
 Undersecretary for Finance

BW 1119  
 AC-24-FS-EAMD-CAS 6, 7678  
 100000/0001000 - P 605,440.00  
 NOT AVAILABLE  
 ANNALYN M. SEVILLA  
 Undersecretary for Finance  
 17 JULY 2024

FROM : **ELMER B. ENRIQUEZ**  
 Supervising Administrative Officer  
 Officer-in-Charge, Employee Account Management Division

SUBJECT: **WORKSHOPS ON THE RECONCILIATION OF PROCESSES AND REPORTS OF THE GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS - CLUSTERS 1 TO 8 (SECOND LEG)**

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	<b>Total:</b>		<b>P 605,440.00</b>	

ACTIVITY/IES WITH DOWNLOADING	None														
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	<table border="1" data-bbox="507 369 1412 555"> <thead> <tr> <th data-bbox="507 369 861 436">Activity Code</th> <th data-bbox="861 369 1133 436">Name of Activity</th> <th data-bbox="1133 369 1412 436">Amount to be bumped-off</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 436 861 481">N/A</td> <td data-bbox="861 436 1133 481"></td> <td data-bbox="1133 436 1412 481">0.00</td> </tr> <tr> <td data-bbox="507 481 861 510"></td> <td data-bbox="861 481 1133 510"></td> <td data-bbox="1133 481 1412 510"></td> </tr> <tr> <td colspan="2" data-bbox="507 510 1133 555"><b>Grand Total</b></td> <td data-bbox="1133 510 1412 555"><b>₱ 0.00</b></td> </tr> </tbody> </table>			Activity Code	Name of Activity	Amount to be bumped-off	N/A		0.00				<b>Grand Total</b>		<b>₱ 0.00</b>
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N/A		0.00													
<b>Grand Total</b>		<b>₱ 0.00</b>													
FINANCIAL REQUIREMENTS	<p data-bbox="507 582 1428 616">Requirement for this transaction as follows:</p> <table border="1" data-bbox="507 649 1412 817"> <thead> <tr> <th data-bbox="507 649 798 683">Activity Code</th> <th data-bbox="798 649 1109 683">Amount in WFP</th> <th data-bbox="1109 649 1412 683">Amount Requested</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 683 798 750">AC-24-FS-EAMD-GASS-006</td> <td data-bbox="798 683 1109 750">₱ 8,599,220.00</td> <td data-bbox="1109 683 1412 750">₱ 605,440.00</td> </tr> <tr> <td colspan="2" data-bbox="507 750 1109 784"><b>Grand Total</b></td> <td data-bbox="1109 750 1412 784"><b>₱ 605,440.00</b></td> </tr> </tbody> </table> <ul data-bbox="507 851 1428 1388" style="list-style-type: none"> <li>• <u>Venue and accommodation</u>, as well as meals, will be provided by the <u>GSIS Head Office</u>. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.</li> <li>• <u>Meals provided by GSIS</u> will only include Breakfast, AM Snacks, Lunch and PM Snacks throughout the workshops. Dinner will be charged to their respective local funds as per diem.</li> <li>• <u>Travel expenses</u> for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.</li> </ul>			Activity Code	Amount in WFP	Amount Requested	AC-24-FS-EAMD-GASS-006	₱ 8,599,220.00	₱ 605,440.00	<b>Grand Total</b>		<b>₱ 605,440.00</b>			
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<b>Grand Total</b>		<b>₱ 605,440.00</b>													
SOURCE OF FUNDS	FY 2024 CO-GMS - FS-EAMD														

ADMINISTRATIVE ARRANGEMENTS	<p>This is to request authority for <b>Ms. MARILOU L. GARCIA, Administrative Officer IV of EAMD</b>, as the Special Disbursing Officer of the activity, to cash advance the amount of <b>THIRTY-TWO THOUSAND PESOS ONLY (P32,000.00)</b> to cover the contingencies/incidental expenses.</p> <table border="1" data-bbox="518 450 1417 1055"> <thead> <tr> <th>Activity Code</th> <th>Sub-Activities</th> <th>Pax</th> <th>Inclusive Dates</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td rowspan="3">AC-24-FS-EAMD-GASS-006</td> <td>Cluster 1</td> <td>100</td> <td>August 6-9, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td>Cluster 2</td> <td>66</td> <td>August 27-30, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td>Cluster 3</td> <td>62</td> <td>September 2-5, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 4</td> <td>80</td> <td>September 9-12, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 5</td> <td>90</td> <td>Sepember 16-19, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 6</td> <td>78</td> <td>October 1-4, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 7</td> <td>72</td> <td>October 8-11, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 8</td> <td>62</td> <td>October 21-24, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> </tbody> </table>	Activity Code	Sub-Activities	Pax	Inclusive Dates	Venue	AC-24-FS-EAMD-GASS-006	Cluster 1	100	August 6-9, 2024	GSIS Head Office, Pasay City	Cluster 2	66	August 27-30, 2024	GSIS Head Office, Pasay City	Cluster 3	62	September 2-5, 2024	GSIS Head Office, Pasay City		Cluster 4	80	September 9-12, 2024	GSIS Head Office, Pasay City		Cluster 5	90	Sepember 16-19, 2024	GSIS Head Office, Pasay City		Cluster 6	78	October 1-4, 2024	GSIS Head Office, Pasay City		Cluster 7	72	October 8-11, 2024	GSIS Head Office, Pasay City		Cluster 8	62	October 21-24, 2024	GSIS Head Office, Pasay City
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ANNEXES	<ol style="list-style-type: none"> <li>1. Activity Design/Program of Activities</li> <li>2. List of Participants</li> <li>3. Detailed Budget Estimates</li> <li>4. Certification from Clearing House, if needed in the activity - N/A</li> <li>5. Accomplished Purchase Request (PR), if any - N/A</li> <li>6. Legal instrument or any form of directives from person in authority</li> <li>7. Portion of the approved WFP where activities are stipulated.</li> </ol>																																											

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.





**ACTIVITY DESIGN**

<p><b>Activity Title:</b></p>	<p>Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters - Clusters 1-8 (2nd Leg)</p>
<p><b>Objectives:</b></p>	<ul style="list-style-type: none"> <li>o To gather the funding requirements to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.</li> <li>o To achieve at least the 70% reconciliation of the total GSIS Premium deficiencies of DepEd personnel.</li> <li>o To submit updated reconciliation reports by region</li> </ul>
<p><b>Target Participant's Description:</b></p>	<p>Each Regional Office Proper (ROP) is required to send four (4) participants only, designated as follows:</p> <ol style="list-style-type: none"> <li>a. One (1) Agency Authorized Officer (AAO)</li> <li>b. One (1) ERF Handler or Consolidator of GSIS remittances</li> <li>c. One (1) Accountant or Bookkeeper overseeing GSIS remittances</li> <li>d. One (1) Chief Administrative Officer or RPSU Head</li> </ol> <p>Each Schools Division Office (SDO) is required to send two (2) participants only, designated as follows:</p> <ol style="list-style-type: none"> <li>a. One (1) AAO or Consolidator of GSIS Remittances</li> <li>b. One (1) ERF Handler or Accountant or Bookkeeper overseeing GSIS remittances</li> </ol>
<p><b>Program Management Team Composition:</b></p>	<p>Please see attached sheet for the team composition</p>
<p><b>Resource Person/Service Provider:</b></p>	<p>GSIS Executives, GSIS Branch Heads and Representatives</p>

	<p><b>Expected Output:</b> Amount of funds to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.</p>								
	<p><b>Platform:</b> Face-to-Face Workshop</p>								
<p><b>Venues and Dates of Conduct:</b></p>	Cluster	Regions	Pax	Proposed Venues	Proposed Dates				
	1	Reg. NCR & IV-A	100	GSIS Head Office, Pasay	August 6-9, 2024				
	2	Reg. I & CAR	66	GSIS Head Office, Pasay	August 27-30, 2024				
	3	Reg. IV-B & V	62	GSIS Head Office, Pasay	Sept. 2-5, 2024				
	4	Reg. II & III	80	GSIS Head Office, Pasay	Sept. 9-12, 2024				
	5	Reg. VI & VIII	90	GSIS Head Office, Pasay	Sept. 16-19, 2024				
	6	Reg. VII & IX	78	GSIS Head Office, Pasay	Oct. 1-4, 2024				
	7	Reg. X and XI	72	GSIS Head Office, Pasay	Oct. 8-11, 2024				
	8	Reg. XII and CARAGA	62	GSIS Head Office, Pasay	Oct. 21-24, 2024				
	<p><b>Methodology:</b> Focus Group Discussions and Workshops</p>								
<p><b>Budgetary Requirements/ Other Resources Needed:</b></p>	<p>Direct Payment – Php 573,440 Cash Advance – Php 32,000 (Total Budget: Php 605,440)</p>								


**Project Management Composition Team**

Name	Position	Role
1. Dir. Ana Marie C. Calapit	Director IV, Finance Service	To lead the Secretariat
2. Elmer B. Enriquez	Supervising Administrative Officer, EAMD	To act as speaker/resource person
3. Jonathan Batenga	Administrative Officer V, Personnel Division	To act as speaker/resource person
4. Ricardo F. Clenuar	Administrative Officer II, Personnel Division	To act as Secretariat
5. Roma Kristine M. Asuncion	Administrative Officer IV, EAMD	To act as Secretariat
6. Marites D. Rea	Administrative Officer IV	To act as Secretariat
7. Marlou L. Garcia	Administrative Officer IV	To act as Secretariat
8. Evangelina S. Puno	Administrative Officer IV	To act as Secretariat
9. Marietta Maria Luisa E. Subido	Administrative Officer II	To act as Secretariat
10. Roma G. Marienda	Administrative Officer II	To act as Secretariat
11. Jayson H. Monis	Administrative Officer II	To act as Secretariat
12. Cristeran Paller	Technical Assistant II	To act as Secretariat
13. Duane Kim De Jesus	Administrative Support II	To act as Secretariat
14. Loreto Virgo	Administrative Officer II, Accounting Division	To act as Secretariat

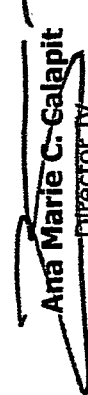
**Prepared by:**

  
**Roma G. Marienda**  
 Administrative Officer II

**Reviewed by:**

  
**Elmer B. Enriquez**  
 Supervising Administrative Officer  
 Employee Account Management Division

**Approved by:**

  
**Ana Marie C. Calapit**  
 Director IV  
 Finance Service

**Workshops on the Reconciliation of Processes and Reports of the  
GSIS Premium Deficiencies of DepEd Personnel and other Matters - Clusters 1 to 8  
Venue: 8th Floor of GSIS Head Office, Pasay City**

<b>PROGRAM OF ACTIVITIES</b>			
<b>DAY</b>	<b>TIME</b>	<b>ACTIVITIES</b>	<b>IN-CHARGE</b>
<b>DAY 0</b>	<b>DAY 0 (ARRIVAL OF PARTICIPANTS)</b>		
	12:00 PM - 5:00 PM	Arrival & Registration of Participants and Setting up of Venue	Secretariat
<b>DAY 1</b>	<b>DAY 1</b>		
	8:00 AM - 8:30 AM	National Anthem	Secretariat
		Opening Prayer	GSIS Host
		Welcome Remarks	GSIS- FGM/EVP/SVP
		Message from DepEd	Director IV, BHRD and Director IV, Finance Service
	8:30 AM - 10:00 AM	GSIS Update: Reduction in Premium Receivables	GSIS Operations Group
	10:00 AM - 11:00 AM	Follow-ups/Updates on the Status of the GSIS Premium Deficiencies per DepEd Division Offices (Issues and Concerns)	Elmer B. Enriquez Officer-In-Charge, EAMD
	11:00 AM - 12:00 PM	Orientation on the Process of Conversion of Reconciled premium to Electronic Remittance File for Uploading to EBCS and Payment	Jonathan Batenga AO V, Personnel Division
	12:00 - 1:00 PM	LUNCH BREAK	
	1:00 PM - 5:00 PM	Workshop Proper: Group Reconciliation Process per Regions	Groupings per Region with GSIS Reconciliation Team
<b>DAY 2</b>	<b>DAY 2</b>		
	8:00 AM - 12:00 PM	Workshop Proper: Group Reconciliation Process per Regions	Groupings per Region with GSIS Reconciliation Team
	12:00 - 1:00 PM	LUNCH BREAK	
	1:00 - 3:00 PM	Workshop Proper: Group Reconciliation Process per Regions (Cont.)	Groupings per Region with GSIS Reconciliation Team
	3:00 PM - 5:00 PM	Reporting of Progress/Output and Submission of Consolidated Reports by Region	ALL PARTICIPANTS (represented by each SDOs)
<b>DAY 3</b>	<b>DAY 3</b>		
	8:30 - 12:00 P.M.	Reporting of Progress/Output and Submission of Consolidated Reports by Region (Cont.)	ALL PARTICIPANTS (represented by each SDOs)
	<b>END OF WORKSHOP</b>		



Republic of the Philippines  
**Department of Education**

AR No : AR-2024-CO-03335

DATE : Jul 17, 2024

FOR : ANNALYN M. SEVILLA  
*Undersecretary For Finance*

FROM : ELMER B. ENRIQUEZ  
*Officer-in-Charge, Employee Account Management Division*

SUBJECT : WORKSHOPS ON THE RECONCILIATION OF PROCESSES AND REPORTS OF THE  
GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS " CLUSTERS 1 TO 8  
(SECOND LEG)

**NAME OF PROGRAM(S)/ PROJECT(S):**

AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)

**OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):**

Output Code	Output	Physical Target
OC-24-FS-EAMD-GASS-00 4	Submitted Reports on G SIS Reconciled Premiums.	16

**ACTIVITY/IES TO BE REQUESTED:**

Activity Code	Name of Activity
AC-24-FS-EAMD-GASS-006	Workshop on the Reconciliation Processes and Reports of the GSIS Premium Deficiencies and other matters - Clusters 1-8.

**ACTIVITY/IES WITH DOWNLOADING:**

None	Not Applicable
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**FINANCIAL REQUIREMENTS:**

Activity Code	Name of Activity	Amount
AC-24-FS-EAMD-GASS-00 6	Workshop on the Reconciliation Processes and Reports of the GSIS Premium Deficiencies and other matters - Clusters 1-8.	605,440.00
Grand Total:		605,440.00

**SOURCE OF FUNDS:**

GASS - 2024

**ADMINISTRATIVE ARRANGEMENTS:**

Requirement for this transaction as follows:

1. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.

2. Meals provided by GSIS will only include Breakfast, AM Snacks, Lunch and PM Snacks throughout the workshops. Dinner will be charged to your respective local funds as per diem.

3. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd regional and schools division offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.

Clusters	Regions	Dates
1	Reg. NCR & IV-A	August 6-9, 2024
2	Reg. I & CAR	August 27-30, 2024
3	Reg. IV-B & V	September 2-5, 2024
4	Reg. II & III	September 9-12, 2024
5	Reg. VI & VIII	September 16-19, 2024
6	Reg. VII & IX	October 1-4, 2024
7	Reg. X and XI	October 8-11, 2024
8	Reg. XII and CARAGA	October 21-24, 2024

This is to request authority for Ms. MARILOU L. GARCIA, Administrative Officer IV of EAMD, as the Special Disbursing Officer of the activity, to cash advance the amount of THIRTY-TWO THOUSAND PESOS ONLY (à,±32,000.00) to cover the contingencies/incidental expenses.

**ANNEXES:**

1. Activity Design/Program of Activities
2. List of Participants
3. Detailed Budget Estimates
4. Certification from Clearing House, if needed in the activity
5. Accomplished Purchase Request (PR), if any
6. Legal instrument or any form of directives from person in authority
7. Portion of the approved WFP where activities are stipulated.

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.