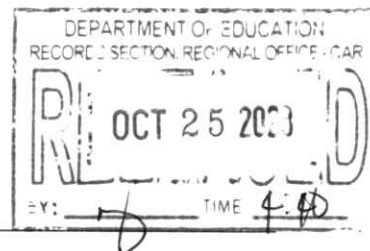




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



October 24, 2023

**REGIONAL MEMORANDUM**

No. 646.2023

**COORDINATION MEETING WITH GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) AND WORKSHOP ON GSIS REMITTANCES**

To : All Schools Division Superintendent  
Division Office Administrative Officers  
GSIS AAOs and ERF Handlers  
Others concerned

1. A coordination meeting of concerned DepEd personnel with representatives from the GSIS, to be followed by a workshop, shall be held on November 9-10, 2023 within Baguio/Benguet. The exact venue shall be announced later.
2. This activity is meant as an opportunity to:
  - a. reorient and update the participants on the features of the eBCS and Web MSP and how they can maximize its uses;
  - b. discuss under-remittance, non-remittance, and other concerns related to premiums as shown in DepEd and GSIS records and how these could be resolved;
  - c. work on the updating of members' data; and,
  - d. discuss other matters related to GSIS.
3. Clarificatory items covering 2017-2023 have been sent to the school divisions by Ms. Alice Bodong, ERF handler of the Regional Office, last October 18-19. The Division AAOs are expected to work on these clarificatory items prior to November 9. Any concerns/issues encountered while doing so should be brought out during the coordination meeting. The participants are expected to bring with them service records and other documents as reference during the workshop. They are also expected to bring their laptops and extension cords.
4. Each Schools Division Office is expected to send three (3) representatives, to include their GSIS AAO and ERF Handler or the staff who are actually doing the functions of AAO and ERF Handler.
5. Expenses for the activity including board and lodging, meals, and other incidental expenses shall be charged to Regional Office funds while travel expenses of participants from the schools division offices shall be charged to local funds subject to existing budgeting, accounting, and auditing rules and regulations.
6. Arrival and registration of participants shall start at 2pm of November 8, 2023. The first meal shall be dinner of November 8 and the last meal shall be pm snacks on November 10, 2023.



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7. Further queries and information regarding the activity may be addressed to [car.admin@deped.gov.ph](mailto:car.admin@deped.gov.ph) or [cornelia.adacidulnuan@deped.gov.ph](mailto:cornelia.adacidulnuan@deped.gov.ph).
8. For information, guidance and compliance.

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

ASD/MAB/cdad