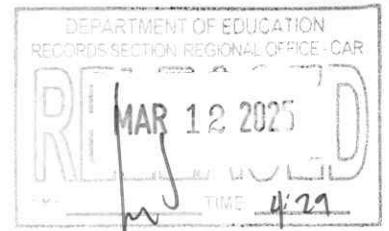




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



March 12, 2025

**REGIONAL MEMORANDUM**

No. 184.2025

**SUBMISSION OF REPORT AND NOTARIZED UNDERTAKING ON THE GSIS RECONCILIATION FOR 2011 TO 2023**

To : Asst. Regional Director  
All Schools Division Superintendents  
Chief/Head of Administrative Services Division/Unit  
Chief/Head of Finance Division/Unit  
Consolidators of GSIS Premiums Reconciliation  
Principals/Heads, Implementing Units (Secondary Schools)  
All Agency Authorized Officers (AAOs)  
All ERF Handlers  
All others concerned

1. The 3<sup>rd</sup> Leg Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters was held yesterday, March 11 2025 at the Schools Division Office of Baguio City.
2. As discussed, and agreed upon, the **notarized Undertaking** and the **Report** from the Division Offices shall be submitted to the Regional Office on or before March 18, 2025, for consolidation. The consolidated Regional Report shall be submitted by the Regional Office to the Central Office on March 21, 2025. The soft copy of the template for the report was provided the DepEd participants yesterday. A sample of the undertaking which was provided by the GSIS, is herein attached for reference.
3. **The Division Office should make sure that the report for the Division includes the report/output of the implementing unit secondary schools.**
4. For information, guidance and strict compliance.

  
Digitally signed by ESTELA P. LEON-CARIÑO EdD, CESO III  
Date: 2025.03.12 16:20:27 +08'00'  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director 

Encl. as stated

ASD/OCAO/connie 



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DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP QMS 24 02 0192

**UNDERTAKING**

1. **Acknowledgment of Responsibility:** The **Department of Education, Division of \_\_\_\_\_** acknowledges the importance of settling its outstanding premium arrears with the Government Service Insurance System (GSIS) to ensure the full enjoyment of the rights and benefits of its members.
2. **Coordination and Reconciliation:** The GSIS, through its respective Department/Branch Office, has coordinated with **DepED Division of \_\_\_\_\_** to reconcile the unpaid GSIS premiums for the period from **JANUARY 2011** to **DECEMBER 2023**.
3. **Confirmation of Arrears:** The GSIS has confirmed that as of **March \_\_, 2025**, the **DepED Division of \_\_\_\_\_** has unremitted and/or underpaid premium arrears for the period from **JANUARY 2011** to **DECEMBER 2023**, totaling Php \_\_\_\_\_ (in words) ..  
The breakdown is as follows:

Government Share (Life and Retirement)	Php
Personal Share (Life and Retirement)	
Employees Compensation	
<b>TOTAL</b>	<b>Php</b>

4. **Acknowledgment of Arrears:** The **DepED Division of \_\_\_\_\_** acknowledges the outstanding premium arrears with GSIS for the period from **JANUARY 2011** to **DECEMBER 2023** and certifies that the details of these arrears (provided as **Annex A**) are correct.
5. **Negotiation for Resolution:** The outstanding premium arrears for the specified period shall be the subject of negotiations between the Department of Education (DepEd) and the Department of Budget and Management (DBM) leading to a Tripartite Memorandum of Agreement with GSIS.

**SUPT.**

\_\_\_\_\_  
AGENCY HEAD NAME and SIGNATURE

Republic of the Philippines )  
City of \_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public, personally appeared:

*Name                      Competent Evidence of Identity                      Date and Place of Issue*

For **<AGENCY>**

Known to me and to me known to be the same person \_\_\_\_\_, in representation of **<AGENCY>** as a judicial person, who executed the foregoing instrument and acknowledged to me that the same is his/her free and voluntary act and deed, and of the entity he/she respectively represent.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

Doc No. \_\_\_\_\_  
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Book No. \_\_\_\_\_  
Series of 2025