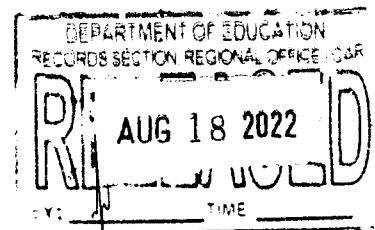




Republic of the Philippines
Department of Education
Cordillera Administrative Region



August 18, 2022

REGIONAL MEMORANDUM

No. 418-2022

COORDINATION MEETING AND WORKSHOP ON UPDATING OF GSIS RECORDS OF MEMBERS

TO : All Schools Division Superintendents
Division Office Administrative Officers
All Others Concerned

1. A coordination meeting of concerned Regional Office and Division Office personnel with the GSIS-Baguio Branch Office, to be followed by a workshop on the updating of GSIS Members' Data is scheduled for August 22-23, 2022. Venue shall be at the RNEAP, DepEd-CAR Compound, Wangal, La Trinidad, Benguet. The purpose of this activity is to thresh out problems related to GSIS clarificatory items causing the non-remittance of some GSIS deductions and other concerns.

2. Each schools division office is expected to send their Agency Authorized Officers (AAOs) or staff who are actually preparing and uploading the Agency Remittance Advices (ARAs) in the GSIS Web MSP. Participants are expected to bring their laptops, extension cords and the documents (Service Records) needed for the preparation of ARAs. To guide the participants on whose documents/service records to bring, the clarificatory items have been emailed to the Division AAOs.

3. There shall be a maximum of two (2) participants per division. Final confirmation of participants and the date of their arrival shall be sent to car.admin@deped.gov.ph on or before 12nn of August 19, 2022. Lodging of participants who will be arriving on Sunday, August 21, shall be at the NEAPR. First meal of live-in participants shall be breakfast of Monday, August 22 while that of live-out participants shall be am snack of Monday. Last meal of all participants shall be dinner of August 23, 2022.

4. For information, guidance and compliance.

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

ADMIN/MAB/cdad

