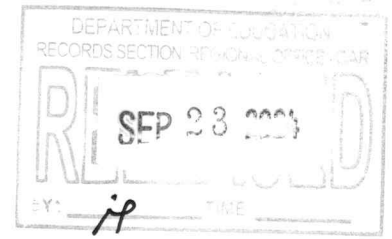




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



September 19, 2024

REGIONAL MEMORANDUM

No. 645.2024

REGIONAL WORKSHOP ON THE RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES, 2011-2023

To : Asst. Regional Director
 All Schools Division Superintendents
 Principals of Implementing Units (secondary schools)
 Heads of Division Administrative Services Unit
 Heads of Division Accounting Unit
 Agency Authorized Officers (AAOs) of Division Office and Implementing Units
 ERF Handlers of Division Offices
 All others concerned

1. The Central Office in partnership with the Government Service Insurance System (GSIS) held a workshop related to the reconciliation processes and reports of GSIS premium deficiencies last August 27-30, 2024, at the GSIS Head Office, Pasay City. Data sets provided to DepEd-CAR participants showed that the Region must reconcile reported premium deficiencies amounting to more than Ninety-Eight Million Pesos and affecting more than Twenty-Two Thousand personnel.

2. Given the importance of accurately reconciling these reported GSIS premium deficiencies and in order to submit updated consolidated reconciliation reports, a regional workshop on these reported GSIS premium deficiencies for the years 2011-2023 **shall be held on September 30 to October 3, 2024 at a venue to be announced later.**

3. The participants and resource persons shall be as follows:

Office/Division	No. of Pax, Resource persons	Participant/s
Implementing Units (secondary schools)	55	One (1) Agency Authorized Officer (AAO) from each Implementing Unit OR the personnel updating the members' data at GSIS
Division Offices:		
Abra Division	2	1. Pacita T. Molina 2. Erwin B. Venus
Apayao Division	2	1. Mia Kathrina Z. Carpo 2. Melody S. Walsi-en
Baguio Division	2	1. Jomarie Cordero 2. Diana Faith Dalilis
Benguet Division	2	1. Janelle N. Sibayan 2. Marty Deion T. Estacio



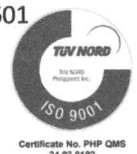
Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



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Ifugao Division	2	1. Grace T. Dulnuan
		2. Marinel Ayagan
Kalinga Division	2	1. Melowin Donalin A. Gumannao
		2. Charmaine Gae A. Vizcayno
Mt. Province Division	2	1. Gienneth Wayyas
		2. Maricris Carino
Tabuk Division	2	1. Joey E. Dela Cruz
		2. Marjuline L. Lawagan
Regional Office	4	
GSIS	4	
TOTAL	79	

The participants from the Division Offices specified above should be the personnel to attend this workshop to guarantee continuity of work to be able to meet the deadline. **Deadline for the completion of the reconciliation is November 22, 2024.**

The Division Office shall submit the names and gender of the participants from each Implementing Unit on or before September 25, 2024 at email car.payroll@deped.gov.ph.

4. The following documents must be prepared and brought to the workshop:
 - 4.1 E-Copy of Service Record
 - 4.2 Payroll Files MASTFILE
 - 4.3 Deduction File
 - 4.4 Electronic Billing and Collection System '
 - *Remittance File (EBF)
 - *Summary of Total (SOT)
 - *Exemption Report (Clarificatory Item, Unmatched)
 - 4.5 Summary Due to GSIS General Journal per Month per Year (Accounting)
 - 4.6 Unremitted based on monthly remittance (Exemption Report)
 - 4.7. ERF uploaded and paid remittance
 - 4.8. Summary of Total of all paid remittance
 - 4.9. GSIS Data Set per year – those from the Implementing Units will get these Data from the above-mentioned participants from their Division Office. The Employees in the data sets are the ones whose Service Records should be brought to the workshop as these are needed for reconciliation
 - 4.10 Laptop
 - 4.11 Extension Cord

5. Schedule of Check-in and Check-out of participants at the venue shall be as follows:

	Date & Time of check- in	Date & Time of Check-out
Regional Office personnel and participants from the <u>Schools Division Office Proper</u>	September 30, 2024 at 2pm onwards	October 3, 2024 at 12nn
GSIS team and participants from the <u>Implementing Units</u>	October 1, 2024 at 2pm onwards	October 3, 2024 at 12nn



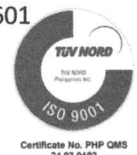
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6. First meal to be served shall be dinner on the scheduled day of checking-in at the venue (September 30 or October 1, 2024). Last meal shall be pm snacks on October 3, 2024. Transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and procedures.
7. Attached is the tentative Program Matrix for information. The participants from the Division Offices are expected to coordinate with the Implementing Units and provide them with their respective GSIS data sets as well as advise the participants of the IUs on the documents to be brought to the workshop.
8. For information, guidance and strict compliance.


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

Encl. as stated

ASD/OCAO/connie

REGIONAL WORKSHOP ON THE RECONCILIATION OF REPORTED GSIS PREMIUM DEFICIENCIES, 2011-2023

September 30-October 3, 2024
PROGRAM MATRIX

Date and Time	Activity	Speaker/ Facilitator
September 30, 2024		
2:00 PM onwards	<ul style="list-style-type: none"> - Arrival of Division Office & RO Participants - Setting up of venue 	Secretariat
October 1, 2024		
8:30 AM- 9:00 AM	Registration Preliminaries	Secretariat
9:00 AM – 10:15 AM	Follow-ups/Updates on the Status of the reconciliation of SDOs	SDO Participants with RO personnel
10:16 AM-10:30 AM	Health Break	
10:31AM-12:00 PM	Open Forum/Issues and Concerns encountered in the Reconciliation Workshop Proper	SDO Participants with RO personnel
12:01 PM- 1:00 PM	Lunch Break	
1:01 PM-3:00 PM	Continuation of Workshop and consultation	SDO Participants with RO personnel
3:01 PM- 3:15PM	Health Break	
3:16 PM- 8:00PM & ONWARDS	Continuation of Workshop and consultation	SDO Participants with RO personnel
Note: 2pm onwards of Oct. 1 is the check-in time for the pax from the IMPLEMENTING UNITS and the resource persons from GSIS		
October 2, 2024		
8:30 AM- 9:00 AM	Preliminaries: <ul style="list-style-type: none"> - National Anthem - Opening Prayer - Nationalistic Song - Cordillera Hymn 	All participants, RO personnel, GSIS team
	Checking of Attendance	Secretariat
	Welcome Remarks and Statement of Purpose	MAKSIM A. BOTILAS Chief Administrative Officer Administrative Services Division
	Message from GSIS	MR. QUINTIN S. BAÑEZ Branch Manager GSIS-Baguio Branch
9:00 AM- 10:15 AM	<ul style="list-style-type: none"> - Orientation on the Data Sets/Premium Deficiencies per SDO/Implementing Unit - Process of Reconciliation - Reports – format, deadlines - Open Forum 	JEMIMA CHER VERCELES ALICE D. BODONG CORNELIA D. ADACI-DULNUAN

Continuation.....

10:16 AM-10:30 AM	Health Break	
10:31AM-12:00 PM	Workshop Proper; Group Reconciliation by Division	SDO and IU Participants with RO personnel and GSIS team
12:01 PM- 1:00 PM	Lunch Break	
1:01 PM-3:00 PM	Continuation of Workshop Proper; Group Reconciliation by Division	All Participants with RO personnel and GSIS team
3:01 PM- 3:15PM	Health Break	
3:16 PM- 8:00 & ONWARDS	Continuation of Workshop Proper; Group Reconciliation by Division	All Participants with RO personnel and GSIS team
October 3, 2024		
8:15am – 10:00am	Continuation of workshop	All Participants with RO personnel and GSIS team
10:01 AM- 10:15 AM	Health Break	
10:16 AM-12:00 PM	Continuation of workshop	All Participants with RO personnel and GSIS team
12:01 PM- 1:00 PM	Lunch Break	
1:01 PM-3:00 PM	<ul style="list-style-type: none"> - Presentation of Outputs by Division - Agreements/ Ways Forward 	All Participants with RO personnel and GSIS team
3:01 PM- 3:15 PM	Health Break	
3:16 PM- 4:00 PM	Closing Program	All Participants with RO personnel and GSIS team