



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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RELEASED
NO: 019-0383
DATE: 1 FEB 2019
RECORD SECTION

February 11, 2019

TRAVEL ORDER

No. 179, s. 2019

TO: MRS. LANI B. YURONG
Administrative Officer V

MR. ERIC J. RETES
AO-II - ERF Handler

MRS. MARY ROSE T. VILLAVICENCIO
ADAS-III - AAO

THIS DIVISION

1. You are hereby directed to attend the Coordination Meeting and Workshop on the Standardization of process flows for GSIS premiums and loans approval billing, payroll integration and remittance on February 11-13, 2019 at One Central Hotel, corner Sanciango and Leon Kilat Streets, Cebu City
2. Further, you are requested to bring laptops and extension cords to facilitate the preparation of workshop outputs.
3. For details, please refer to the attached Regional Memorandum No. 0087, s. 2019.
4. Travelling and other incidental expenses are chargeable against Division MOOE/local funds, while board and lodging will be charged to DepEd Central Office, subject to the usual accounting and auditing rules and regulations.
5. For your guidance and compliance.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

WDB/lby

11 FEB 2019

Tel. Nos (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CiD); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



FEB 08 2019

REGIONAL MEMORANDUM

NO. 0087, 2019

COORDINATION MEETING AND WORKSHOP ON THE STANDARDIZATION OF PROCESS FLOWS FOR GSIS PREMIUMS AND LOANS: APPROVAL, BILLING, PAYROLL INTEGRATION, AND REMITTANCE

To: **Schools Division Superintendents**
ERF Handlers and AAO In-Charge
All Others Concerned

1. In view of the various issues and concerns regarding the salary deduction and remittance of payments due to GSIS, for both premiums and loans, the Department of Education Central Office, Office of the Undersecretary for Finance Disbursements and Accounting will conduct a **Coordination Meeting and Workshop on the Standardization of Process Flows for GSIS Premiums and Loans: Approval, Billing, Payroll Integration, and Remittance on February 11-15, 2019** at One Central Hotel, cor. Sanciango and Leon Kilat Streets, Cebu City. *(Note: Check in for RO participants is on February 11 to 15, 2019*
Check in for DO participants is on February 11-13, 2019)
2. It is requested that participants of both Regional and Schools Division Offices should be the Administrative Officer V, Electronic Remittance File (ERF) Handler and the Agency Authorized Officer (AAO) for GSIS Accounts.
3. Enclosed is a memorandum DM-OUFDA-2019-003 dated January 16, 2019 from Victoria L. Medrana Catibog, Undersecretary, for information and guidance.
4. Immediate dissemination of this Memorandum is desired.


JULIETA A. JERUTA PHD, CESO IV
Director IV

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. No.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" ESD 2015: Kanapalan ng Lahat, Pananagutan ng Lahat "



Republic of the Philippines
Department of Education

*Office of the Undersecretary for Finance
Disbursements and Accounting*

DM - OUFDA - 2019 - 003

January 16, 2019

TO : ALL REGIONAL DIRECTORS

**ATTENTION : Chief Administrative Officer, Administrative Division
Chief Administrative Officer, Finance Division**

**FROM : VICTORIA L. MEDRANA CATIBOG
Undersecretary**

**SUBJECT : COORDINATION MEETING AND WORKSHOP ON THE
STANDARDIZATION OF PROCESS FLOWS FOR GSIS PREMIUMS
AND LOANS: APPROVAL, BILLING, PAYROLL INTEGRATION, AND
REMITTANCE**

1. Please be informed of the upcoming workshops in relation to the subject, to be conducted in view of the various issues and concerns regarding the salary deduction and remittance of payments due to GSIS, for both premiums and loans. Below are pertinent details for your information:

a. Objectives:

- i. To get feedback from the participants on the processes of GSIS transactions involving DepEd, both its employees and as a remitting agency, in order to identify the root cause/s of the problems;
- ii. To have common knowledge of each party's accountabilities and timelines on the said processes; and
- iii. To come up with uniform process flows for GSIS premiums and loans: from approval, billing, payroll integration up to remittance of collections through salary deductions

b. Expected Participants

Position/Designation	Regional Office (RO)	Schools Division Office (SDO)
Chief Administrative Officer (CAO), Administrative Division	1	
CAO, Finance Division	1	
Head of Regional Payroll Services Unit	1	
Administrative Officer V		1
Electronic Remittance File (ERF) Handler for GSIS accounts	1	1
Agency Authorized Officer (AAO) for GSIS accounts	1	1
Secretariat for Host Region only	2	

c. Schedule (Tentative)

Cluster	Duration (inclusive of travel time)	Covered Regions	Date of Workshop Proper	Venue (TBA)	Host Region
1 - Mindanao 1	January 20-22, 2019	IX, XI & XII	January 21, 2019	Davao City	XI
2 - Mindanao 2	January 22-24, 2019	X & XIII	January 23, 2019	Cagayan De Oro City	X
3 - Luzon 1	February 6-9, 2019	CAR & III I & II	February 7, 2019 February 8, 2019	Baguio City	CAR
4 - Visayas	February 11-15, 2019	VII VIII VI	February 12, 2019 February 13, 2019 February 14, 2019	Cebu City	VII
5 - Luzon 2	February 18-22, 2019	IV-B & V IV-A NCR	February 19, 2019 February 20, 2019 February 21, 2019	Metro Manila	NCR

2. Travelling and other incidental expenses of the RO and SDO participants relative to this activity shall be charged to their local funds, while board and lodging will be charged to DepEd Central Office - Organizational and Professional Development for Non-School Personnel (OPD NSP), subject to the usual accounting and auditing rules and regulations.
3. All Regional Offices are requested to provide their full support to this series of workshops, such as by ensuring the attendance of the expected participants, especially the AAOs and ERF Handlers from both the Regional and Schools Divisions Offices.
4. GSIS representatives from the main and field offices have also been invited to this series of workshops. In view of this, participants are advised to prepare their GSIS-related issues and concerns, duly supported with pertinent documents, to take advantage of this occasion. Participants are also requested to bring laptops and extension cords to facilitate the preparation of their workshop outputs.
5. For confirmation of attendance and other related matters, the Regional Chiefs, Administrative Division, are requested to submit the list of participants under their jurisdictions to the Finance Service - Employee Account Management Division, at telefax number **(02) 633-7248** or e-mail address **fs.eamd@deped.gov.ph**.
6. For information and compliance.


V. L. M. CATIBOG

eamd/

Copy furnished:

MA. RHUNNA L. CATALAN
Chief Accountant, DepEd Central Office (CO)

ALBERT JEROME C. ANDRES
Officer-in-Charge, Personnel Division, DepEd CO

PROGRAM OF ACTIVITIES (Tentative)

Time	Activity
3:00 PM onwards	Registration
8:00 AM to 8:30 AM	Registration (Continuation)
8:30 AM to 9:00 AM	Opening Program Invocation National Anthem Roll Call of Participants Opening Remarks
9:00 AM to 9:30 AM	Statement of Purpose, House Rules, and Overview
9:30 AM to 12:00 NN	<p>Presentation of Existing Standard Process Flows and Timelines:</p> <ol style="list-style-type: none"> 1. Applications and Verification of GSIS Loans and Other GSIS Financial Obligations 2. Billing, updating DepEd personnel records in the GSIS database to meet 100% matching threshold, payroll integration, and remittance 3. Remittance of premium and loan payments not deducted/remitted in the previous month due to records mismatch in the GSIS database
12:00 NN to 1:00 PM	Lunch Break
1:00 PM to 4:00 PM	<p>Coordination Meeting per Region: Discussion of proposed standard process flows and timelines and local issues and concerns - <i>DepEd Regions with GSIS counterparts</i></p>
4:00 PM to 6:30 PM	<p>Presentation and Discussion of Proposed standard process flows and timelines by Region - <i>DepEd and GSIS</i></p>
6:30 PM to 7:30 PM	Dinner
7:30 PM to 7:45 PM	Wrap up and Recap of Agreements
7:45 PM to 8:00 PM	Closing Program Distribution of Certificates Closing Remarks