



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 064, s. 2019

January 18, 2019

Attendance to the Coordination Meeting and Workshop on the Standardization of Process Flows for GSIS Premiums and Loans: Approval Billing, Payroll Integration and Remittance

To: FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

ALELI M. CHIONG
Administrative Officer IV- AAO

GENIE D. PIUS
Administrative Assistant II- ERF

1. This has reference to the Regional Memorandum issued January 18, 2019 re: Coordination Meeting and Workshop on the Standardization of Process Flows for GSIS Premiums and Loans: Approval Billing, Payroll Integration and Remittance, in lieu of such, you are hereby directed to attend said Coordination Meeting on January 20-22, 2019 at the Ritz Hotel Garden Oasis, Bo. Obrero, Davao City.
2. Traveling and other incidental expenses of School Division Office participants shall be charged against local fund, while board and lodging will be charged to DepEd – OPD NSP,s subject to the usual accounting and auditing rules and regulations.
3. For compliance and information.

WINNIE E. BATON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
26540

DATE: 18 JAN 2019 TIME: 11:36

BY: [Signature]



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao



January 18, 2019

REGIONAL MEMORANDUM

No. 015, s. 2019

DepEd Schools Division of Digos City

RECORDS SECTION



RECEIVED

26540

DATE: 18 JAN 2019

TIME: 8:19

BY: [Signature]

TO : Schools Division Superintendents/ OIC-SDS
Asst. Schools Division Superintendents/ OIC-ASDS
Regional Chiefs – Administrative Division and Finance Division

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

1. There will be a **Coordination Meeting and Workshop on the Standardization of Process Flows for GSIS Premiums and Loans: Approval, Billing, Payroll Integration and Remittance** on January 20-22, 2019 at The Ritz Hotel of Garden Oasis, Bo. Obrero, Davao City.

The objectives of the orientation are as follow:

- To get feedback from the participants on the process of GSIS transactions involving DepEd, both its employees and as a remitting agency, in order to identify the root cause/s of the problems;
- To have common knowledge of each party's accountabilities and timelines on the said processes; and
- 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.

3. Participants to this orientation are the following:

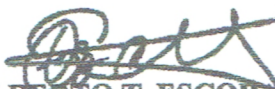
Office	Participants	No
All 11 SDOs	3 pax per SDO: 1 – AAOs for GSIS accounts, 1 Administrative Officer V and Electronic Remittance File (ERF) Handler for GSIS accounts	33
Regional Office	Chief AO (2) for Administrative Division and Finance Division, (1) Head of Regional Payroll Services Unit, (1) Electronic Remittance File (ERF) Handler, (1) Agency Authorized Officer (AAO) for GSIS account and Secretariat of the Host Region (2)	7

- Participants are required to check-in at 2:00PM on January 20, 2019. 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.
- All regional Offices are requested to provide their full support this series of workshops. In view of this, the 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 their laptops and extension cords to facilitate the preparation of their workshop outputs.

6. For confirmation of attendance and other related matters, the Regional Chiefs, Administrative Division, are requested to submit list of participants under their jurisdictions to the Finance Service- Employee Account Management Division, at telefax number (02) 633-7248 or email address fs.eamd@deped.gov.ph
7. Immediate dissemination of this memorandum is desired.

ROA18/PSU/mgr


ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director *Paul F*

DEPARTMENT OF EDUCATION - ROXAS
REGIONAL OFFICE
RELEASED

01/17/19 Time: 5:16
1901-7324