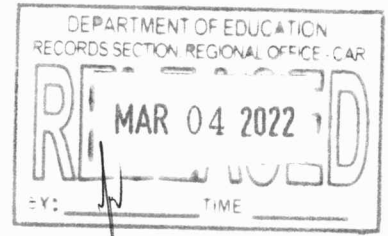




Republic of the Philippines
Department of Education
Cordillera Administrative Region



March 4, 2022

REGIONAL MEMORANDUM
No.: 110-2022

**MANAGEMENT AND RECONCILIATION OF DepEd's GSIS PREMIUM
DEFICIENCIES AND UPDATING AND SUBMISSION OF DATASETS FOR
RECONCILIATION**

TO : Schools Division Superintendents
Assistant Schools Division
Superintendents
All Others Concerned

1. The Central Office issued MEMORANDUM OUF-2021-0384 entitled "Creation of the Technical Working Groups (TWGs) for the Management and Reconciliation of Department of Education's GSIS Alleged Premium Deficiencies", copies of which were sent to the field. The composition and responsibilities of the TWG are stated in the Memorandum. To reiterate, however, the composition of the TWG in the Division Offices are as follows:

Team Leader : Assistant Schools Division Superintendent
Members : Head of the Administrative Unit
Head of the Accounting Unit
Head of Personnel Section
Designated GSIS AAO
Designated ERF Handler
Representative from Information Tech. Section
School Heads of Non-IU schools

Secretariat: Administrative Unit or as designated by the
SDS

Oversight: Schools Division Superintendent (SDS)

2. The GSIS has provided updated data sets on the reported GSIS premium deficiencies for reconciliation for the following duration. These data sets have already been emailed to the Division Offices:

Dataset	Duration
1	July 1997 to December 2010
2	January 2011 to September 2019
3	October 2019 to December 2021





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3. The template to be utilized in the reconciliation has also been provided by the Central Office in Memorandum OUF-2022-0042 dated January 24, 2022. Said memorandum has been sent to all Division Offices.
4. Based on the experience of the regional office on the updating of the data sets/accomplishment of the template, and from the feedbacks from the personnel in the Division Offices who are working on the reconciliation, the Schools Division Superintendents are instructed **to assign additional employees to assist the DO-TWG in the reconciliation.**
5. For monitoring purposes, **the Division Offices are to inform the Asst. Regional Director** who is the Regional Office (RO) TWG Team Leader, through the Administrative Division (email: car.admin@deped.gov.ph), **as to the % of accomplishment of the template (per data set), on March 18, 2022.**
6. The DO-TWG shall be responsible for consolidating the accomplished data sets under their jurisdiction, to include those from the Implementing Units. It is understood that the provision on Data Privacy Act must be complied with by the Technical Working Group.
7. For information and compliance.

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

rotwg/admin/cdad

