



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City


March 3, 2025

DIVISION MEMORANDUM
NO. *172* s. 2025

CONSOLIDATION OF GSIS BACK UPDATED PREMIUM (BUP) RECORDS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to the letter of Atty. Mercedes Victoria E. Enriquez dated February 18, 2025 regarding the continuation of GSIS premium deficiencies reconciliation efforts initiated in Iloilo City last February 2024 and in GSIS Pasay last October 2-4, 2024.
2. This Memorandum issued to address and resolve discrepancies in GSIS accounts with in the Schools Division Personnel with outstanding deficiencies
3. To reconcile their accounts and to facilitate the smooth processing of benefits and other GSIS-related matters, the Division Office through the Personnel Unit, will conduct a reconciliation workshop on MARCH 4-7, 2025.
4. This activity aims to support DepEd personnel to accomplish the template to validate details/Information of all teaching and non-teaching personnel of Schools Division Office of Tacloban City.
5. To all Administrative Officer II and other personnel involved, please be guided on the following instructions on the reconciliation of the BUP records.
6. Please see enclosure for the assigned schedule of the assigned Administrative Officer to report to the Division Office.
7. Expenses incurred such meals and other incidental expenses relative to the conduct of the said activity shall be charged to the Division MOOE
8. For immediate dissemination and strict compliance of this memorandum are desired.


SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent



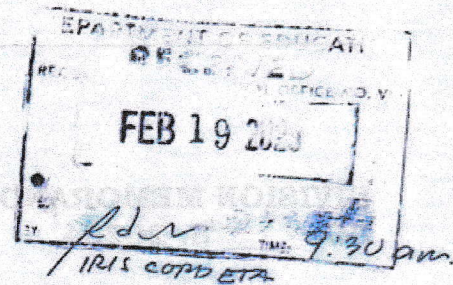


Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
TACLOBAN BRANCH OFFICE



February 18, 2025

EVELYN R. FETALVERO
Regional Director
DEPED Region VIII



Dear Dir. Fetalvero:

Greetings!

In continuation of GSIS premium deficiencies reconciliation efforts initiated in Iloilo City last February 2024 and in GSIS Pasay last October 2-4, 2024, we would like to invite your DEPED Division personnel for a Zoom meeting February 27, 2025 at 2PM (Thursday), who are involved in this special project to discuss and present the progress or updates of their on-going updating and validation.

This follow up meeting is critical in ensuring the timely and accurate reconciliation of GSIS premium records prior to the next leg of DEPED and GSIS Meeting and creation of **Memorandum of Agreement (MOA)** with the **Department of Budget and Management (DBM)**.

Topic: Tacloban Follow up Meeting re DEPED Premiums Recon

Time: Feb 27, 2025 02:00 PM Taipei

Join Zoom Meeting

<https://gsis-gov-ph.zoom.us/j/93666091593?pwd=bqymIOhNAbk04MhAiTiam5Nlq506Tn.1>

Meeting ID: 936 6609 1593

Passcode: 013573

The expected participants for this Zoom meeting are the following:

1. DEPED Personnel who attended the 1st and 2nd leg DEPED Workshop
2. Personnel in-charge in the preparation of Service Records
3. Personnel handling Updating of Records with GSIS
4. Agency Authorized Officers and ERF Handlers/ Remitting Officers
5. HR Officers

Given the urgency and importance of this matter, we are hopeful for your participation and approval to ensure that the reconciliation process proceeds smoothly and in a timely manner.

Thank you for your immediate action and unwavering support.

Very truly yours,

ATTY. MERCEDES VICTORIA E. ENRIQUEZ
Branch Manager /

Assigned Schedule of the following assigned Administrative
Officer II

1. FREDIS BARTOLOME
2. SHENNA MAE CAADAN
3. MAICO CABACABA
4. JENEVIB JALAYAHAY
5. DAVE RONDINA
6. JUNETH GUARINO
7. RACHEL MENDROS
8. MARY JOY ROYO
9. NAJO ASIRIT
10. ILLALYN SULTAN