February 17, 2022

DIVISION MEMORANDUM
No.   80   **, s. 2022**

UPDATED DATASETS ON GSIS REPORTED
GSIS PREMIUM DEFICIENCIES FOR RECONCILATION

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is a copy of Regional Memorandum No. 094 s. 2022 dated February 03, 2022, titled **"UPDATED DATASETS ON GSIS REPORTED GSIS PREMIUM DEFICIENCIES FOR RECONCILATION"**.

2. All concerned are hereby directed to give preferential attention on this matter.

3. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ
Chief Education Supervisor
Schools Governance and Operations Division
In-charge of the Division

PYM/mtb

Department of Education
REGION VI — WESTERN VISAYAS

FEB 0 3 2022

REGIONAL MEMORANDUM
No. _094_ s. 2022

UPDATED DATASETS ON GSIS REPORTED GSIS PREMIUM DEFICIENCIES FOR RECONCILATION

To: Schools Division Superintendents
        School Heads of Implementing Units-Secondary Schools (IU-SS)
        All Others Concerned

1.   Attached is Memorandum OUF-2022-0042 dated January 24, 2022, from the Offices of the Undersecretary for Finance and Human Resource Organizational Development, Department of Education, on the Updated Datasets on Reported GSIS Premium Deficiencies for Reconciliation.

2.   A google drive link will be provided to be shared via Group Chats for downloading of datasets and uploading of reports.

4.   For clarification, contact Mr. Jepnie Jan G. Barrido, Supervising Adminstrative Officer, with contact number 09479954493 and email address jepnie.barrido@deped.gov.ph

5.   Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: Memorandum OUF-2022-0042
To be indicated in the Perpetual Index
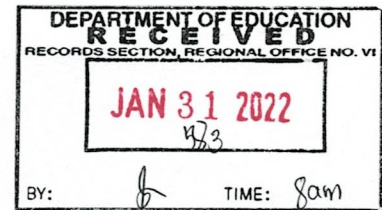   under the following subjects:

RECONCILATION   REPORT   BENEFITS

Document Name	Document No.	Date Created	Revision Number
Regional Memorandum	DepEd RO6-RPSU-002	February 2,, 2022	New

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2022-0042

TO   :   REGIONAL DIRECTORS
                   SCHOOLS DIVISION SUPERINTENDENTS
                   SCHOOL HEADS OF IMPLEMENTING UNITS- SECONDAR SCHOOLS (IU-SS)
                   TECHNICAL WORKING GROUPS FOR RECONCILIATION OF GSIS PREMIUM DEFICIENCIES AT THE CENTRAL, REGIONAL, AND SCHOOLS DIVISION OFFICES AND IU-SS
                   ALL OTHERS CONCERNCED

FROM   :   ANNALYN M. SEVILLA
                   Undersecretary for Finance

                   WILFREDO E. CABRAL
                   Director IV, DepEd National Capital Region
                   Undersecretary for Human Resource and Organizational Development - OIC

SUBJECT :   UPDATED DATASETS ON REPORTED GSIS PREMIUM DEFICIENCIES FOR RECONCILATION

DATE   :   January 24, 2022

---

1. For your guidance and information, the Government Service Insurance System (GSIS)-Main Office provided this Department specifically the Technical Working Group (TWG) Secretariat of the updated data sets on the reported GSIS premium deficiencies for reconciliation per region, enumerated as follows:

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

0482
1/31

2. To address the matter, the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) has provided the template to be utilized in the reconciliation thereof. The template will be disseminated by the DepEd CO-TWG Secretariat to the Regional Chiefs of Administrative Division, for further dissemination to the schools divisions and implementing unit secondary schools under their respective jurisdictions.

3. The procedure on how to fill up the template is attached to this memorandum for your reference (see Annex A). Nonetheless, the TWGs at the regional, schools divisions, and IU-SS are not precluded to strategize the filling up of the datasets as long as the required information are present and the column headers for consolidation are not affected.

4. The RO-TWGs shall be responsible in the dissemination and consolidation of the accomplished datasets under their respective jurisdiction. Deadline for submission of the regional outputs is **on or before February 28, 2022,** to be sent thru email (as google document), including queries and clarifications to DepEd-CO TWG Secretariat at fs.eamd@deped.gov.ph.

5. Immediate compliance to this memorandum is hereby directed.

PROCEDURE IN THE ACCOMPLISHMENT OF THE TEMPLATE ON RECONCILIATION OF REPORTED PREMIUM DEFICIENCES
Attachment to OUF Memo No. 2022-0042

I. MATCHING OF NAMES OF EMPLOYEES WITH REPORTED GSIS PREMIUM DEFICIENCIES

COLUMN	PROCESS	DROPDOWNS *(Response Selection)*
AW	Match the names of employee's GSIS BP Number in the GSIS dataset vs. latest payroll masterfile	• Found • Not Found
AX	If Found in the Masterfile, please select Not Applicable and proceed to reconciliation process (Column BE) If Not Found in the Masterfile, match GSIS dataset with the latest PSIPOP using Full Name and Birthdate.	• N/A (Found - Masterfile) • Found • Not Found
AY	If Found in the PSIPOP, proceed to reconciliation process. If Not Found in the PSIPOP: 　a. Select in the drop down the noted discrepancy, if any. In case of 2 or more discrepancies, click "Multiple Deficiencies" 　b. If GSIS error, prepare corresponding Form "E" (ex. name, birthdate etc.) 　c. If DepEd error, update/correct DepEd Records	• None (Found-Masterfile) • Not Found in the PSIPOP • BP Number (Found – PSIPOP) • Name/Middle Initials (Found-PSIPOP • Date of Birth (Found – PSIPOP) • Multiple Discrepancies (Found-PSIPOP)
AZ	For cases of with Multiple Discrepancies, encode the noted discrepancies. Use the dropdown in Column AY as basis	Encode the noted discrepancies
BA	Check Status of Employment of the employee, whether Active or Inactive	• Active (Found – Masterfile) • Active (Transferred from other station/agency) • Inactive (Resigned) • Inactive (Retired) • Inactive (Drop from the rolls) • Inactive (Transferred to other agency)

II. ACTION TO BE TAKEN ON FINDINGS UNDER PART I ABOVE (BY HR)

COLUMN	PROCESS	DROPDOWNS *(Response Selection)*
BB	Choose among the dropdowns the appropriate action to be done by the HR • If N/A, proceed to Column BE	• **N/A** • Prepare and submit appropriate ARA to GSIS, if found with discrepancies as to the name and middle initials, BP No. and Date of Birth • **For Prior Years Inactive (Resigned, Retired, Drop from the Roll)** - Prepare and submit summary report to GSIS similar to Form D • Prepare and submit appropriate ARA to GSIS • **For Prior Years Inactive (Resigned, Retired, Drop from the Roll)** - Prepare and submit summary report to GSIS similar to Form D • Prepare report and refer to other agency for reconciliation (Transferred from other station/agency)
BC	Monitor the status of updating by the GSIS based on the action made by the HR in Column BB • If N/A and already updated, proceed to Column BE	• **N/A** • **Ongoing** – if not yet updated by GSIS • **Updated** – in case confirmed that the forms/reports submitted are already acted upon by the GSIS
BD	Monitor the status of the action taken by the former office/school of the employee • If N/A and already updated, proceed to Column BE	• **N/A** • **Ongoing** – if not yet updated by the former office/school • **Reconciled**

III. RECONCILIATION PROCESS FOR ACTIVE PERSONNEL

COLUMN	PROCESS	DROPDOWNS *(Response Selection)*
BE	Check Monthly Salary and Effectivity Date from GSIS Records vs Service Records	• **Matched** • **Unmatched**
BF	Choose in the dropdown the corresponding action to be taken for Matched and Unmatched names in Column BE	• **Matched** - Proceed to Computation of Premium • **Unmatched** - Prepare and submit ARA Form C • **Unmatched** – DepEd to prepare updated/corrected Service Record
BG	Monitor the status of updating by the GSIS based on the action made by the HR in Column BF	• **N/A** – if will be directed for reconciliation • **Ongoing** – if not yet updated by GSIS • **Updated** – in case confirmed that the forms/reports submitted are already acted upon by the GSIS
BH	Encode amount of Monthly Basic Salary (MBS) or Adjusted Monthly Basic Salary (AMBS) as of the Due Month reflected in the dataset	No dropdown
BI	Will automatically compute for the amount of Premium for Government Share (GS) once the MBS OR AMBS of the employee is encoded in Column BH Formula: GS = MBS or AMBS multiplied by 12%	No dropdown
BJ	Will automatically compute for the amount of Premium for Personal Share (PS) once the MBS OR AMBS of the employee is encoded in Column BH Formula: PS = MBS or AMBS multiplied by 9%	No dropdown
BK	Will automatically compute for the amount of government Employees Compensation (EC) once the MBS OR AMBS of the employee is encoded in Column AU Formula: 1% of basic monthly salary but shall not be higher than Php 100 (maximum)	No dropdown

PROCEDURE IN THE ACCOMPLISHMENT OF THE TEMPLATE ON RECONCILIATION OF REPEDED PREMIUM DEFICIENCES

Attachment to OUF Memo No. 2022-0042

COLUMN	PROCESS	DROPDOWNS *(Response Selection)*
BE	Check Monthly Salary and Effectivity Date from GSIS Records vs Service Records	• **Matched** • **Unmatched**
BF	Choose in the dropdown the corresponding action to be taken for Matched and Unmatched names in Column BE	• **Matched** - Proceed to Computation of Premium • **Unmatched** - Prepare and submit ARA Form C • **Unmatched** – DepEd to prepare updated/corrected Service Record
BL	Note for the Findings on GS if already: 1. Remitted; 2. Not Remitted; 3. Partially Remitted – in case the amount remitted falls short of the computed GS premium 4. For Reversion – if for deletion in the dataset	• Remitted • Unremitted • Partially Remitted • For Reversion
BM	Encode the amount remitted for GS	No dropdown
BN	Encode the amount Partially Remitted for GS	No dropdown
BO	Encode the amount Not Remitted for GS	No dropdown
BP	Encode the amount for Reversion for GS	No dropdown
BQ	Encode the amount for No Records Found for GS	No dropdown
BR	Note for the Findings on PS if already: 1. Remitted; 2. Not Remitted; 3. Partially Remitted – in case the amount remitted falls short of the computed PS premium 4. For reversion – if for deletion in the dataset	• Remitted • Unremitted • Partially Remitted • For Reversion
BS	Encode the amount remitted for PS	No dropdown
BT	Encode the amount Partially Remitted for PS	No dropdown
BU	Encode the amount Not Remitted for PS	No dropdown
BV	Encode the amount for Reversion for PS	No dropdown
BW	Encode the amount for No Records Found for PS	No dropdown
BX	Choose from the dropdown the appropriate action to be made by HR	• Prepare Summary of Remitted Premium (GS & PS) • Prepare Summary of Unremitted Premium - Deducted from the Payroll • Prepare Salary Adjustment

PROCEDURE IN THE ACCOMPLISHMENT OF THE TEMPLATE ON RECONCILIATION OF REPORTED PREMIUM DEFICIENCES

Attachment to OUF Memo No. 2022-0042

COLUMN	PROCESS	DROPDOWNS *(Response Selection)*
BE	Check Monthly Salary and Effectivity Date from GSIS Records vs Service Records	• **Matched** • **Unmatched**
BF	Choose in the dropdown the corresponding action to be taken for Matched and Unmatched names in Column BE	• **Matched** - Proceed to Computation of Premium • **Unmatched** - Prepare and submit ARA Form C • **Unmatched** – DepEd to prepare updated/corrected Service Record
		• Prepare Summary for Reversion (PS & GS) • Prepare Summary of Unremitted Premium – Not Deducted from the Payroll • Prepare Summary of No Records Found (GS & PS)
BY	GSIS eBCS Summary of Totals Please enter Reference No. and Date.	No dropdown
BZ	Encode Official Receipt (OR) No. Please enter OR No.	No dropdown
CA	Encode Date of OR issued Please enter Date of OR.	No dropdown
CB	Scanned Copy (jpeg) Filename: OR No. and Date	No dropdown
CC	Remarks	No dropdown