



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



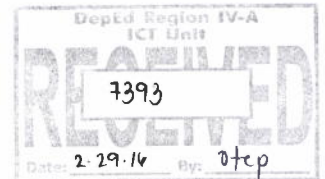
REGIONAL MEMORANDUM

No. 029 s. 2016

T O : ALL SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : DIVISION AAOs and ERF Handlers

FROM : DIOSDADO M. SAN ANTONIO
Director IV



**SUBJECT : DECENTRALIZATION OF PROCESSES RE GIS PREMIUM AND
LOAN REMITTANCES AND UPDATING OF RECORDS**

DATE : February 26, 2016

In line with the decentralization of processes relative to GIS premium and loan remittances, your schools division has been assigned its business partner (BP) number, to wit:

DEPED, REG IV-A CALABARZON RPO (RPSU)	1000051752
DEPED DIV OF ANTIPOLO CITY, ELEM	1000006802
DEPED DIV OF BATANGAS CITY, ELEM	1000049711
DEPED DIV OF BATANGAS, ELEM	1000034473
DEPED DIV OF CALAMBA CITY, ELEM	1000001180
DEPED DIV OF CAVITE CITY, ELEM	1000006614
DEPED DIV OF CAVITE, ELEM	1000051497
DEPED DIV OF DASMARINAS CITY, ELEM	1000045812
DEPED DIV OF LAGUNA, ELEM	1000001168
DEPED DIV OF LIPA CITY, ELEM	1000032940
DEPED DIV OF LUCENA CITY, ELEM	1000039759
DEPED DIV OF QUEZON, ELEM	1000051578
DEPED DIV OF RIZAL, ELEM	1000019535
DEPED DIV OF SAN PABLO CITY, ELEM	1000001055





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DEPED DIV OF STA ROSA CITY, ELEM	1000001181
DEPED DIV OF TANAUAN CITY, ELEM	1000034477
DEPED DIV OF TAYABAS CITY, ELEM	1000049722
DEPED DIV OF IMUS CITY, ELEM	1000051822
DEPED DIV OF BACCOOR CITY, ELEM	1000051823

Effective our remittance this February 2016, this Office has already used said BP numbers, except for the Divisions of Imus City and Bacoor City, as their BP numbers have just been generated.

Henceforth, your Agency Authorized Officer (AAO), if enrolled with the GSIS Electronic Billing and Collection System (eBCS), shall be receiving notices to deduct relative to loans of teaching and non-teaching personnel in your division, as well as Electronic Billing Files (EBF) uploaded in the eBCS every first day of the month. The AAO or Electronic Remittance File (ERF) handler shall download the EBF from the eBCS for the preparation of the ERF, which in turn shall be matched to the EBF, for updating purposes, which is the most important objective of this process flow. This will be explained further by GSIS Officials who will be visiting your division within the next few days. They will also train the AAOs and/or ERF handlers who will be enrolled in their eBCS. Your utmost cooperation in this endeavor is desired.

A meeting of all AAOs and ERF handlers shall be held at the Multi-purpose Hall, 3rd floor, GSIS, Pasay City on March 14, 2016, Monday, 1:00 – 3:00 p.m. to resolve any issues or concerns that may arise relative to this new process. The list of attendees to this meeting shall be submitted to the Administrative Division on or before March 9, 2016. No proxies shall be allowed.

For information, guidance and appropriate action.



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