

Subject: Fwd: EBCS ADVISORY (No BP Number Provided)
From: DepEd Region IV-A CALABARZON (region4a@deped.gov.ph)
To: dir_calabarzon@yahoo.com;
Date: Friday, April 15, 2016 12:40 AM

16040723
 TO: SDSs
 For your information
 appropriate action, please.
 Thanks, Jose Pablo?
 [Signature]
 15 Apr 2016

----- Forwarded message -----

From: Garcia, Jose Cresencio Homero S. <jchsgarcia@gsis.gov.ph>
Date: Fri, Apr 15, 2016 at 3:38 PM
Subject: EBCS ADVISORY (No BP Number Provided)
To:
Cc: "Castelo, Leilani Mariana G." <lqcastelo@gsis.gov.ph>, "De Leon, Dexter M." <dmdeleon@gsis.gov.ph>

TO OUR PARTNER AAOs and EBCS-ERF HANDLERS:

As our counterpart in the agency you represent, please find time to *read and be guided* of our EBCS ADVISORY below.

This will be both beneficial to GSIS and your agency, in terms of addressing issues on reconciliation and proper posting of each member's account.

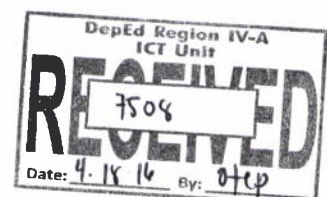
To add, we want to call the attention of your agency's **EBCS-ERF HANDLER**, to *always open and check* the **EXCEPTION REPORT** before **LOCKING** the uploaded ERF.

For queries and assistance, please call us at (049) 501-6955; (02) 859-0264 or you may email us at jchsgarcia@gsis.gov.ph and dmdeleon@gsis.gov.ph.

Thank you.

eBCS ADVISORY

Majority of dropped payments or clarificatory items were caused by unmatched names (BP Number



with misspelled name) or with no BP Number at all. These could have been avoided if BP numbers were provided in the ERF **prior to locking and payment.**

Please find below possible reasons and recommended actions to be taken in order *to avoid dropped and unposted payments:*

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NO BP NUMBER IN ERF, WITH BP NUMBER IN EBF

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If upon checking, and found that there are still members with no BP number indicated in ERF but with BP Number in the EBF, please advise ERF handlers to download the Electronic Billing File (EBF) from eBCS and copy the BP Number of members found in EBF.

NO BP NUMBER IN ERF, NO RECORD IN GSIS (Member is not included in the EBF)

If member is not included in the EBF, please advise ERF Handlers to coordinate with AAO to submit **Form A** to GSIS Membership Coordinator (MC) for issuance of BP Number. After two (2) days from receipt of the confirmation email from GSIS MC, advise ERF Handlers to indicate the newly created BP Number in the ERF.

BP NUMBER IN ERF AND EBF WITH UNMATCHED NAME

Advise ERF Handlers to generate exception report due to unmatched name (**BP Number with misspelled name in the GSIS record**) and coordinate with AAO to submit **Form E** to GSIS Membership Coordinator (MC) for correction of name. After two (2) days from receipt of the confirmation email from GSIS MC, advise ERF Handlers to re-upload the ERF.

If unmatched name is due to incorrect input in the ERF, correct the name and re-upload the ERF.

BILLING WITH NO PAYMENT FROM AGENCY (RESIGNED/SEPARATED MEMBER OR TRANSFERRED TO OTHER AGENCY)

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Coordinate with ERF Handlers to validate if member has been separated from the service or has been transferred to another agency. Once validated, advise ERF handlers to coordinate with AAO to submit

Form D (separated) or Form B(transferred). Otherwise, members concerned shall be included in the ERF.

PAYMENT WITH NO BILLING

Coordinate with ERF Handlers to validate the inclusion of the member in the ERF. If member is validated to be in the active service, please advise ERF Handler/AAO to submit Service Record (SR). However, if member concerned is out of service or transferred to other agency, payment shall be removed from the ERF.

OVERPAYMENT/UNDERPAYMENT

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Please advise ERF Handlers to evaluate discrepancies and determine the correct amount that shall have to be paid. If found to be with a discrepancy in the ERF, reflect the correct amount. If found to be with a discrepancy in the EBF, coordinate with AAO to submit Form C indicating salary update.

Please take note, however, that updating of salary by the Membership Dept. will not remove the item in the Comparative Report for the Due Month. An Updated Billing that corresponds to the present salary of the member will be only reflected on the following Due Month.

Although the abovementioned cases **will not be reflected in the Clarificatory Items**, AAO should still submit Form C to GSIS MC to eliminate discrepancies between GSIS and Agencies records immediately.

Attached is the eBCS flowchart for your reference and guide.

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Attachments

- [eBCS Flow Chart.pdf \(287.50KB\)](#)

Electronic Billing and Collection System (eBCS)

