24 January 2023

Regional Memorandum

No.48 s.2023

PROCESS FLOW IN REQUESTING CERTIFICATION OF REMITTANCES FOR GSIS/PAG-IBIG PREMIUMS AND LOANS

To   **Schools Division Superintendents**
Public School Heads
All Others Concerned

1. Attached hereto is a copy of Memorandum OUA-OUT-010423-008 dated 04 January 2023 signed by USec. KRISTIAN R. ABLAN, Undersecretary for Administration re Process Flow in Requesting Certification of Remittances for GSIS/PAG-IBIG Premiums and Loans, for information and guidance.

2. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

08/ps7

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa
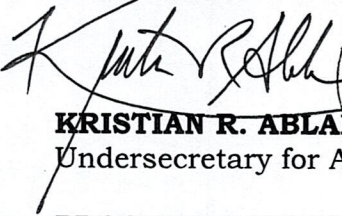
OUA-OUT-010423-008

MEMORANDUM
04 January 2023
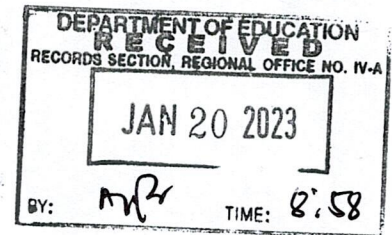
DM01- 2023 - 36

TO	:	**Regional Directors** **Schools Division Superintendents** **Public School Heads** **All Others Concerned**

FROM	:	**KRISTIAN R. ABLAN** Undersecretary for Administration

SUBJECT	:	**PROCESS FLOW IN REQUESTING CERTIFICATION OF REMITTANCES FOR GSIS/PAG-IBIG PREMIUMS AND LOANS**

In 2013, the Department of Budget and Management (DBM) approved the Department of Education (DepEd) Rationalization Plan, as enforced by DepEd Order No. 52, s. 2015 or the "New Organizational Structures of the Central, Regional, and Schools Division Offices of DepEd," which involves changes in the structure and staffing pattern of offices at the Central, Regional, and Division level. One of the changes was to rename the Finance and Management Service-Systems Division (FMS-Systems) to User Support Division (USD) and transfer it under the Information and Communications Technology Service (ICTS). *(Annex 1)*

Since its establishment, the FMS-Systems Division has been verifying the GSIS and Pag-IBIG premium and loan remittances of DepEd personnel whose payroll of salaries were processed and issued by the former FMS-Payroll Services Division classified as **"DepEd IBM-paid."** This process led to the issuance of **Certification of Remittances** by the Finance Service.

Prior to the COVID-19 pandemic, this service was originally limited to walk-in clients only. However, due to the onset of the pandemic, the process was enhanced by USD through the issuance of "Process Flow, the User Guide, and the Frequently Asked Questions" *(Annexes 2, 3, and 4)*. The enhancement ensures that certification requests are expeditiously processed and the requirement for clients to be physically present at the Central Office is eliminated.

DepEd IBM-paid personnel may avail themselves of this service provided they were working from: (a) elementary and secondary schools in NCR; and (b) elementary schools in all other regions. Said DepEd personnel may file their request through

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Office of the Undersecretary for Administration
Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

this Google Form link: **bit.ly/DepEdRemittanceRequest**. Once registered, the Finance Service—Accounting Division will send a **certification** to the email address provided in the form.

Please take note that the issuance of certification will only cover **DepEd IBM-paid** personnel from year 2000 until the roll-out of the payroll system to their respective Regional Payroll Service Units *(Annex 5)*.

For queries and more information, please contact Ms. Sylvia Borja or Ms. Vicky Zapata of USD through landline number (02) 8633-7264 or email address at icts.usd@deped.gov.ph.

Thank you.

DepED · ICTS · USD
DEPARTMENT OF EDUCATION · ICT SERVICE · USD ICT SUPPORT DIVISION
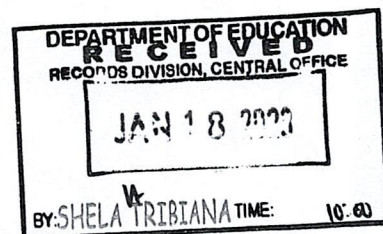
Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Excerpt from DepEd Order No. 52, s. 2015 Highlighting Transfer of Systems Division to USD

DEPARTMENT OF EDUCATION
DBM-Approved Actions Taken on the Existing Offices

Central Office

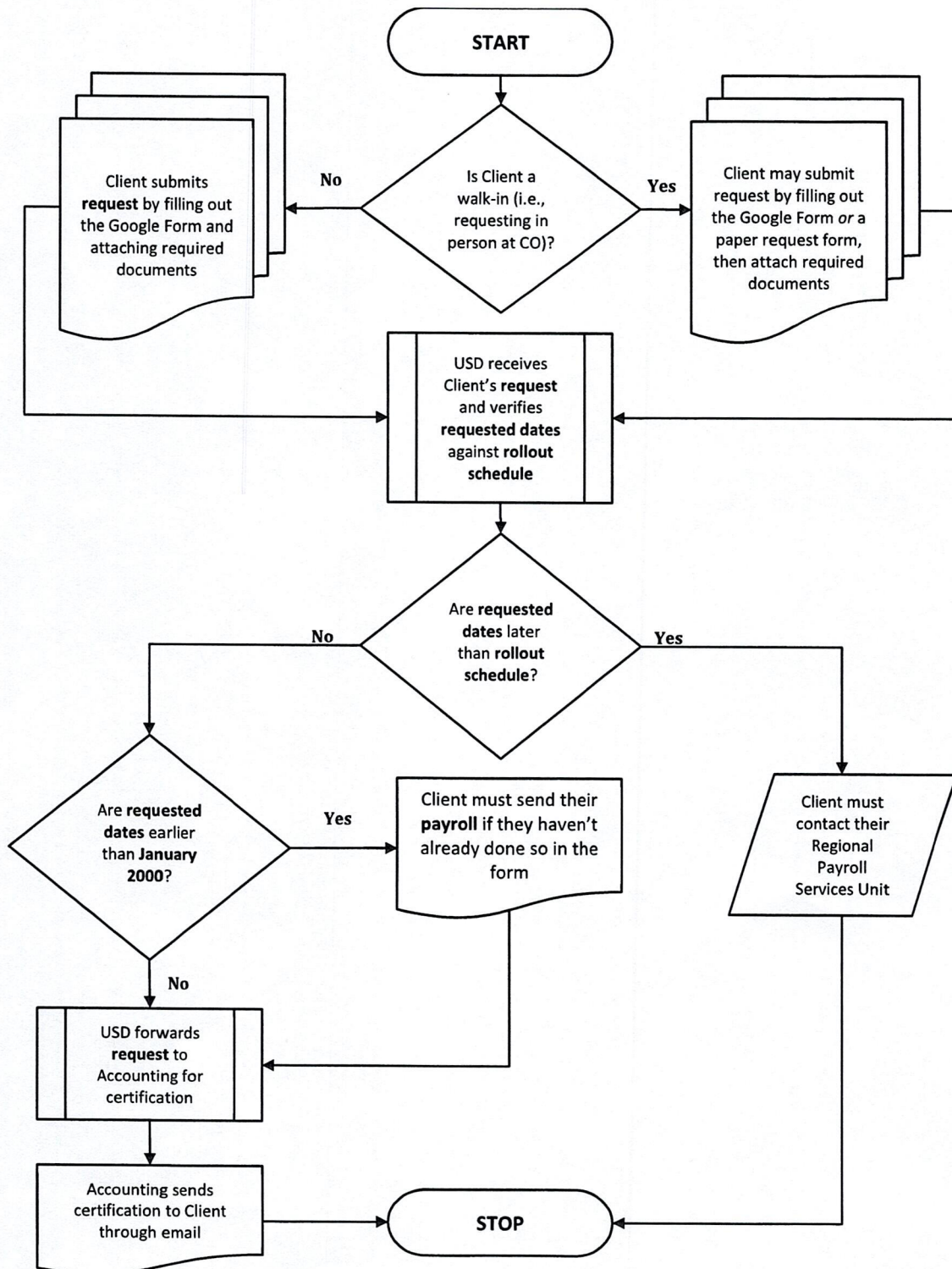| CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
Office of Planning Service (OPS)		**Planning Service (PS)**
Office of Planning Service - Office of the Service Chief (with the rank of an Asst. Secretary)	transferred	*OSEC - Asst. Secretary for Governance and Operations*
	created	Office of the Director
Planning and Programming Division	retained	Planning and Programming Division
Research and Statistics Division (RSD)	retained and renamed	Policy Research and Development Division
RSD - Database Management Unit	elevated	Education Management Information System Division
Project Development and Evaluation Division	transferred and renamed	*Project Development Division under Project Management Service (PMS)*
Physical Facilities and School Engineering Division	transferred and renamed	*Education Facilities Division under Administrative Service*
Technical Service (TS)		**Public Affairs Service (PAS)**
Office of the Service Chief	retained and renamed	Office of the Director
Educational Information Division	consolidated	Communications Division
Materials Production and Publication Division		Publications Division
Educational Audio-Visual Division		
Special Office/s: OSEC-Communications Unit, De-Txt Action Center, Public Assistance Action Center		
		Information and Communications Technology (ICT) Service
	created	Office of the Director
	created	Solutions Development Division
	created	Technology Infrastructure Division
FMS - Systems Division	transferred and renamed	User Support Division
Special Office/s: ICT Unit		

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☎ (02) 8633-7264 | ✉ icts.usd@deped.gov.ph

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DepED **ICTS** **USD**
DEPARTMENT OF EDUCATION   ICT SERVICE
USD SUPPORT DIVISION

Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Process Flow

START

Is Client a walk-in (i.e., requesting in person at CO)?

No →

Client submits **request** by filling out the Google Form and attaching required documents

Yes →

Client may submit request by filling out the Google Form *or* a paper request form, then attach required documents

USD receives Client's **request** and verifies **requested dates** against **rollout schedule**

Are **requested dates** later than **rollout schedule**?

No →

Are **requested dates** earlier than **January 2000**?

Yes →

Client must send their **payroll** if they haven't already done so in the form

Yes →

Client must contact their Regional Payroll Services Unit

No →

USD forwards **request** to Accounting for certification

Accounting sends certification to Client through email →

STOP

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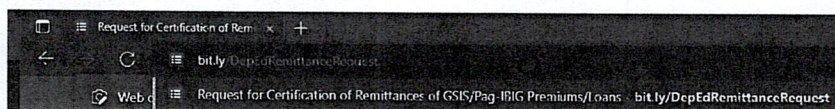# Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

User Guide

Important Reminders

1. This service covers DepEd IBM-paid personnel requesting for the remittance list of their GSIS and/or Pag-IBIG premiums and/or loans from the year 2000 until the schedule of the payroll rollout to their respective Region/Division.
2. Personnel are highly encouraged to utilize the online facility as it saves time, effort, and money that would have been spent to travel to the Central Office to physically request for their certifications.
3. If dates requested are earlier than January 2000, clients are required to attach their **payroll** as a basis for verification.
4. If those dates are after the rollout schedule of the client's region/division, they must seek assistance from their Regional Payroll Services Unit (RPSU).

How to File a Request

1. Log on to `bit.ly/DepEdRemittanceRequest` to access the form.

2. Scroll down and enter your email address in the **Email** textbox.
   a. Your certification will be sent to this email address.

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> **Email** *
>
> icts.usd@deped.gov.ph

3. Scroll down to read the **Read Me First** and **Privacy Statement** disclosures.

Read Me First

1. This service covers all DepEd personnel requesting for the remittance list of their GSIS and Pag-IBIG premiums and loans from the year 2000 until the schedule of the payroll rollout to their respective Region/Division.
2. Clients are discouraged from conducting in-person transactions relate to such requests or requesting other offices in the Central Office to route their request to ICTS-USD.
3. If dates requested are earlier than January 2000, clients are required to attach their payroll as a basis for verification.
4. If those dates are after the rollout schedule of the End User's region/division, clients must seek assistance from their Regional Payroll Services Unit (RPSU).

Privacy Statement

The Department of Education (DepEd) is bound by law under the *Data Privacy Act of 2012* (RA 10173).

By answering this form and selecting "Submit," you agree to the following:

- You express your consent for and authorize DepEd, through the Information and Communications Technology Service—User Support Division (ICTS-USD), to collect, process, and keep your personally identifiable information for lawful purposes related to the processing of your request.
- DepEd cannot disclose your personally identifiable information to any third parties without your explicit permission. It can, however, share said information with its bureaus/office/services and external agencies, affiliates, or partners to enable them to process your service request, to fulfill financial, logistic, and other contractual obligations, or to comply with law enforcement and legal processes.
- For analytics and other purposes, internal or external, that are not covered by the provisions stated above, DepEd is legally bound to anonymize and strip all personally identifiable information from data sets.

You certify that you have agreed to the above information and that you are well-informed of the purposes of this endeavor.

---

4. Agree to the disclosures and proceed to the form by selecting **Yes** and clicking **Next**.

> **Have you read these disclosures and agree to them?** *
> Your consent is required to proceed.
>
> ◉ Yes
> ○ No
>
> [Next]   Clear form

5. In the **Service Request** form, fill in the following information (required fields marked with *):
   a. Last name (*if married, provide your* maiden last name *and* spouse's last name)
   b. First name
   c. Middle name (*if married, provide your* maiden middle name)
   d. Contact number (*preferably your mobile number*)
   e. Alternate email (*to be used if there are errors encountered when sending to primary email*)

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Service Request

Last Name *
If married, enter your maiden last name and your spouse's last name.

de Jesus Bonifacio

First Name *

Gregoria

Middle Name
If married, enter your maiden middle name.

Marcelo

Contact Number *
Please fill in your mobile or landline number using this format (09991234567 or 0281234567). Omit spaces, parentheses, hyphens, or any other non-numeric characters.

09201234567

Alternate Email *
We will use this to send your certification to if in case of errors while sending to your primary email.

gmbonifacio@deped.gov.ph

f. Employment details
   i. Region, division code, and station code
   ii. Employee number
g. Type of certification requested (*can select more than one*)
h. Details of request (*include covered dates and moths requested, as well as specific loan*)
i. Attachments (*optional; payroll required as stated*)

Region *

Region IV-A ▼

Division Code
This can be seen in your payroll or pay slip. You may also contact your Region or Division for your Division Code.

211

Station Code
This can be seen in your payroll or pay slip. You may also contact your Region or Division for your Station Code.

221

Employee Number *

99999999

Certification Requested *

Certification Requested *
You may select one or more options.

☑ GSIS Premium
☑ GSIS Loan
☐ PAG-IBIG Premium
☐ PAG-IBIG Loan

Details of Request *
Indicate covered dates and months requested. If GSIS Loan or PAG-IBIG Loan, indicate specific Loan.

Enter your description here.

Attachment
Include details of your request (e.g., regular payroll, correspondences, etc.).

You can upload up to 10 separate files (up to 10MB each) with the following file formats:

- Document (DOC, DOCX, GDOC, HTML, ODT, RTF, TXT, PDF)
- Spreadsheet (XLS, XLSX, GSHEET, ODS, CSV, TAB, TSV)
- Image (JPG, JPEG, GIF, PNG)

⬆ Add file

6. Once finished filling the form out, select **Submit** to send your responses for processing.

A copy of your responses will be emailed to the address you provided.

| Back | **Submit** | | Clear form |

Never submit passwords through Google Forms.

7. Please expect to receive the scanned copy of your Certification of Remittances in your email inbox within at least **three business days**.
   a. USD personnel may contact you by email for clarifications or additional requirements.
   b. Requests with incomplete requirements **will NOT be processed**.
   c. If you sent the request on a Friday or on weekends, please allot at least 3 additional business days to receive your certification.

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DepED ICTS USD ICT SERVICE

Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Frequently Asked Questions (FAQs)

Who can request for certifications of remittances?

The following permanent teaching and non-teaching personnel of public schools can make the request:

- **For NCR**–both elementary and secondary school personnel
- **For other region** – elementary school personnel only

Who *cannot* request for certifications of remittances?

The following **cannot** be provided by this service:

- Personnel whose remittances covered dates when their school was an Implementing Unit
- **Other regions except NCR**–secondary school personnel

Can I request for records prior to 2000?

- The records stored with DepEd start from the year 2000 onwards.
- For requests covering periods earlier than January 2000, you are required to attach a **certified true copy of your payroll.**
- The payroll will be used as a basis to issue the certification.

Where can I get the certified copy of my payroll?

You can request the copy by contacting your school or your Schools Division Office.

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DepED   ICTS   USD ICT SERVICE

Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Roll-Out Schedule of DepEd Employees' Payroll

Reg Cd	Div Cd	Division	Roll-out Date
1	065	Dagupan City	Oct. 2004
	117	San Carlos City	
	140	Laoag City	
	255	Urdaneta City	
	024	La Union	Nov. 2004
	021	Ilocos Sur	Jan. 2005
	020	Ilocos Norte	Feb. 2005
	041	Pangasinan I	Mar. 2005
	129	Pangasinan II	Apr. 2005
2	006	Batanes	Apr. 2005
	125	Quirino	
	011	Cagayan	May 2005
	038	Nueva Vizcaya	
	023	Isabela	Jun. 2005
3	042	Aurora	Jan. 2005
	103	Angeles City	
	115	Palayan City	
	119	Olongapo City	
	126	San Jose City	
	079	Cabanatuan City	
	005	Bataan	Feb. 2005
	050	Zambales	
	261	Balanga City	
	037	Nueva Ecija	Jul. 2005
	257	Gapan City	
	262	Sci. City of Muñoz	
	010	Bulacan	Aug. 2005
	049	Tarlac Province	
	259	Tarlac City	
	260	San Jose del Monte	
	263	Malolos City	
	040	Pampanga	Sep. 2005
	258	City of San Fernando	
4A	060	San Pablo City	Mar. 2009
	074	Lucena City	
	077	Lipa City	
	078	Tagaytay City	
	082	Cavite City	
	123	Batangas City	
	251	Antipolo City	
	252	Calamba City	
	233	Tanauan City	
	254	Trece Martires City	
	007	Batangas Prov. I	Jan. 2010

Reg Cd	Div Cd	Division	Roll-out Date
	016	Cavite Province	Mar. 2008
	025	Laguna	
	043	Rizal	
	099	Quezon Province	
	127	Batangas Prov. II	
	286	Sta. Rosa City	
4B	076	Puerto Princesa City	Mar. 2008
	250	Calapan	
	028	Marinduque	Apr. 2009
	030	Occidental Mindoro	
	031	Oriental Mindoro	
	039	Palawan	
	044	Romblon	
5	084	Naga City	May 2005
	133	Legazpi City	
	135	Iriga City	
	137	Sorsogon City	
	256	Tabaco City	
	012	Camarines Norte	Jul. 2005
	015	Catanduanes	
	046	Sorsogon Province	Aug. 2005
	029	Masbate	Sep. 2005
	003	Albay	Oct. 2005
	265	Ligao City	
	013	Camarines Sur	Jun. 2006
6	116	La Carlota City	Sep. 2005
	058	Silay City	
	236	Kabankalan City	
	080	Roxas City	
	217	Sagay City	Oct. 2005
	141	Bago City	
	067	San Carlos City	
	113	Cadiz City	
	055	Iloilo City	Jan. 2006
	053	Bacolod City	
	131	Guimaras	Feb. 2006
	098	Aklan	
	004	Antique	Mar. 2006
6	014	Capiz	Apr. 2006
	035	Negros Occidental	May 2006
	022	Iloilo Province	Jun. 2006
7	017	Cebu Province	Sep. 2004
	054	Cebu City	Nov. 2004
	075	Lapu-Lapu City	

Legend: Reg Cd = Regional Code;   Div Cd = Division Code

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Roll-Out Schedule of DepEd Employees' Payroll

Reg Cd	Div Cd	Division	Roll-out Date		Reg Cd	Div Cd	Division	Roll-out Date
	128	Mandaue City				100	Sarangani	Feb. 2005
	071	Toledo City				090	South Cotabato	Mar. 2005
	085	Dumaguete City	Jan. 2005			018	Sultan Kudarat	Apr. 2005
	108	Siquijor				088	North Cotabato	May 2005
	036	Negros Oriental	Feb. 2005			248	Tacurong City	
	008	Bohol	Mar. 2005		CAR	081	Baguio City	Jan. 2005
	027	Leyte	Sep. 2002			109	Ifugao	Jan. 2005
	095	Calbayog City				110	Kalinga	Feb. 2005
8	096	Ormoc City	Nov. 2004		CAR	121	Apayao	
	097	Tacloban City				034	Benguet	Mar. 2005
	142	Biliran				001	Abra	Apr. 2005
	061	Southern Leyte	Jan. 2005			070	Mountain Province	
	064	Eastern Samar	Feb. 2005			091	Butuan City	Oct. 2005
8	045	Northern Samar	Mar. 2005			114	Siargao	
	063	Samar	Apr. 2005			139	Surigao City	
	102	Dapitan City			RG	002	Agusan del Norte	Feb. 2006
	136	Pagadian City	Feb. 2005			124	Agusan del Sur	
	143	Dipolog City				048	Surigao del Norte	
	238	Isabela City				072	Surigao del Sur	
9	057	Zamboanga City	Apr. 2005			228	Valenzuela City	Feb. 2008
	144	Zamboanga Sibugay				230	Parañaque City	
	052	Zamboanga del Sur	May 2005			233	Mandaluyong City	
	051	Zamboanga del Norte	Jun. 2005			234	Marikina City	
	118	Camiguin	May 2004			237	Malabon & Navotas	
	240	Oroquieta City				264	Muntinlupa City	
	066	Cagayan de Oro City			NCR (Elem)	056	Pasay City	Aug. 2008
	073	Gingoog City	Apr. 2005			069	Quezon City	
	239	Malaybalay City				089	Caloocan City	
	241	Tangub City				120	Manila Primary	
10	033	Misamis Oriental				227	Manila Intermediate	
	092	Ozamiz City	May 2005			229	Muntinlupa City	
	094	Iligan City				231	Makati City	
	032	Misamis Occidental	Jul. 2005			232	Pasig & San Juan	
	026	Lanao del Norte	Aug. 2005			235	Las Piñas City	
	009	Bukidnon	Sep. 2005			301	Pasay City	Jan. 2007
	087	Davao City	May 2004			302	Quezon City	
	234	Panabo City				303	Caloocan City	
	244	Isl. Gar. City of Samal	Aug. 2004			304	Manila	
	245	Tagum City				305	Valenzuela City	
11	249	Digos City				306	Taguig & Pateros	
	019	Davao del Norte	Sep. 2004		NCR (Sec)	307	Parañaque	
	112	Davao Oriental	Oct. 2004			308	Makati City	
	145	Compostela Valley	Nov. 2004			309	Pasig & San Juan	
	111	Davao del Sur				310	Mandaluyong City	
	060	Cotabato City				311	Marikina City	
12	130	General Santos City	Jan. 2005			312	Malabon & Navotas	
	246	Kidapawan City				313	Muntinlupa City	
	247	Koronadal City				314	Las Piñas City	

Legend: Reg Cd = Regional Code;   Div Cd = Division Code

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