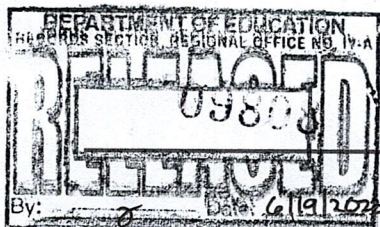




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Personnel-RM-2023-325



15 June 2023



**Regional Memorandum**

No.325 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. Enclosed is a copy of Memorandum OUA-OUT-010423-008 dated 04 January 2023 Subject: "Process Flow in Requesting Certification of Remittances for GSIS/Pag-IBIG Premiums and Loans" which is self-explanatory, and for information.
2. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

Incls.: As stated

ROA/P1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



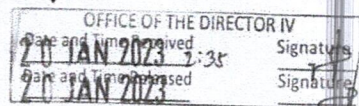
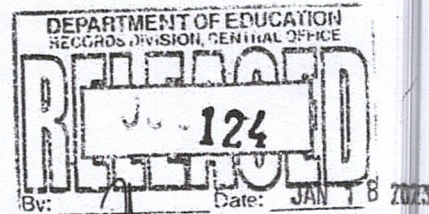
Certificate No. PHP QMS





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa



OUA-OUT-010423-008

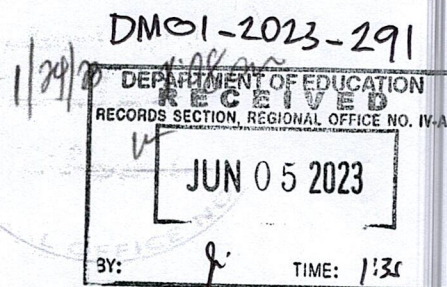
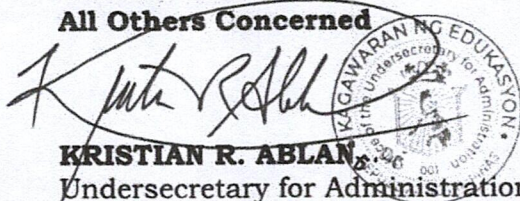
**MEMORANDUM**

04 January 2023

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

**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: useforadministration@deped.gov.ph

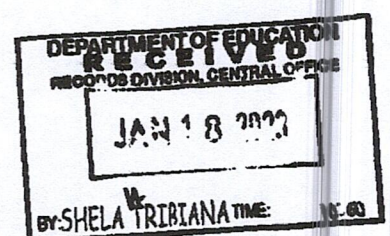


this Google Form link: [bit.ly/DepEdRemittanceRequest](https://bit.ly/DepEdRemittanceRequest). Once registered, the Finance Service—Accounting Division will send a **certification** to the email address provided in the form.

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](mailto:icts.usd@deped.gov.ph).

Thank you.







## 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 DepEd-Approved Actions Taken on the Existing Offices

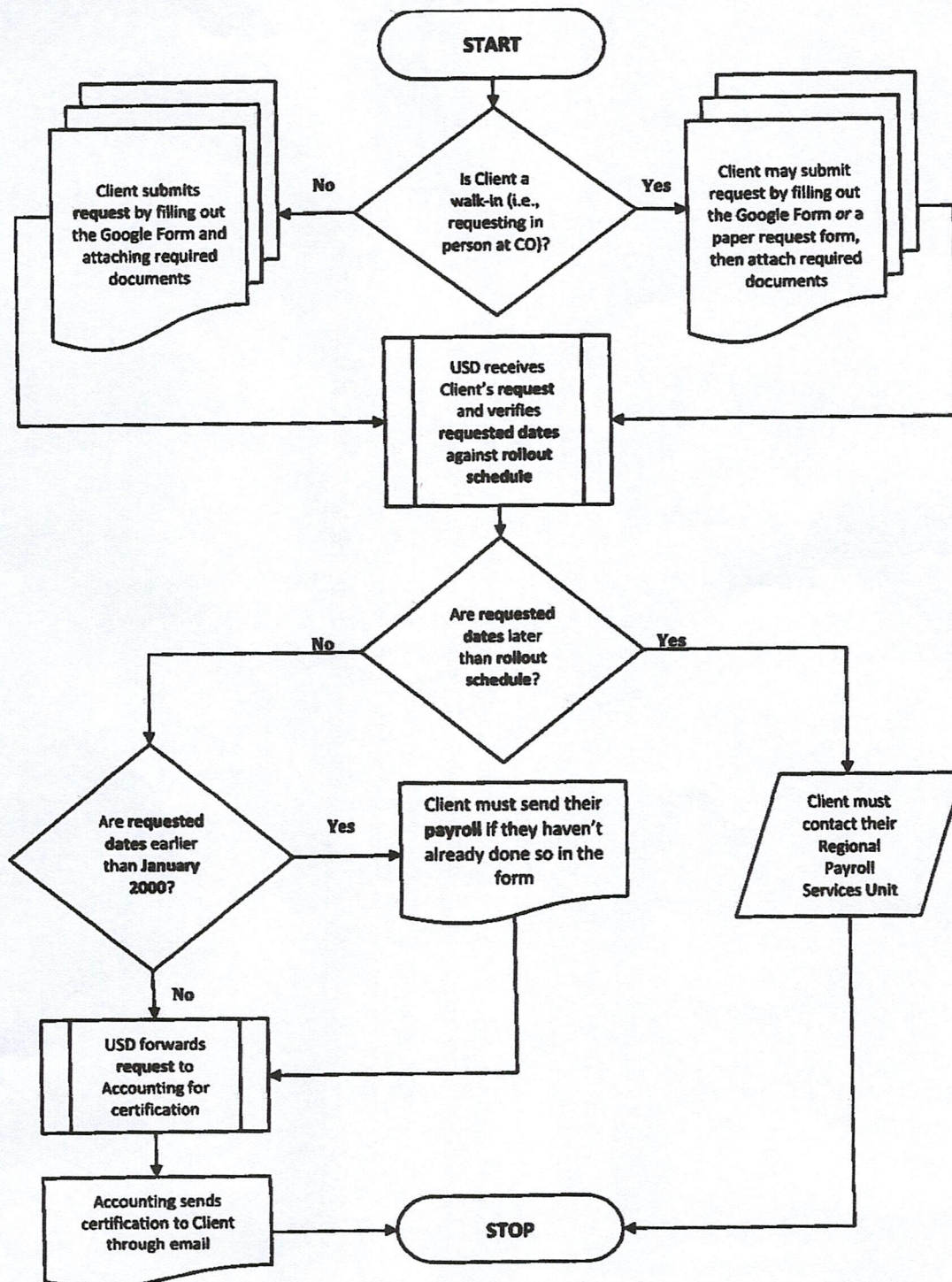
Central Office

CURRENT OFFICES (since 2008)		
Office of Planning Service (OPS)	transferred	Office of the Director
Office of Planning Service - Office of the Service Chief (with the rank of an Asst. Secretary)	created	Office of the Director
Planning and Programming Division	retained	Planning and Programming Division
Research and Statistics Division (RSD)	retained and	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)	retained and renamed	Public Affairs Service (PAS)
Office of the Service Chief	consolidated	Office of the Director
Educational Information Division		Communications Division
Materials Production and Publication Division		Publications Division
Special Office/s: OSCC-Communications Unit, De-Txt Action Center, Public Assistance Action Center	created	Information and Communications Technology (ICT) Service
	created	Office of the Director
	created	Solutions Development Division
	transferred	Technology Infrastructure Division
FMS - Systems Division	transferred and renamed	User Support Division
Special Office/s: ICT Unit		



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

## Process Flow







# 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](http://bit.ly/DepEdRemittanceRequest) to access the form.







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

For other comments, suggestions, queries, and further information, contact us at the following:

User Support Division  
Information and Communications Technology Service  
Department of Education  
Room 204-205, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

+63 2 8633 7264 | +63 2 8636 4878  
[icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph)

[icts.usd@deped.gov.ph](#) Switch account Draft saved

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

\* Required

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



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*)



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



**Service Request**

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

**First Name \***  
Gregorio

**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 months 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

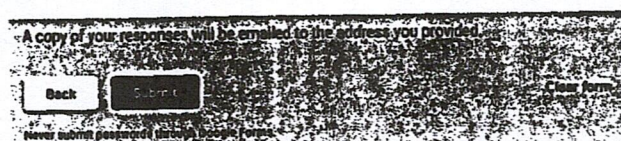
**Details of Request \***  
Indicate covered dates and months requested. If GSIS Loan or PAG-IBIG Loan, indicate specific loan.  
Enter your description here.

**Attachment**  
Attach details of your request (e.g., regular payroll, correspondence, etc.).  
You can upload up to 10 separate files (up to 10MB each) with the following file formats:

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

[Add file](#)

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



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.





## **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.



# 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	May 2005
	011	Cagayan	
	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	
	025	Laguna	
	043	Rizal	
	099	Quezon Province	
	127	Batangas Prov. II	
	286	Sta. Rosa City	
4B	076	Puerto Princesa City	Mar. 2008
	250	Calapan	Apr. 2009
	028	Marinduque	
	030	Occidental Mindoro	
	031	Oriental Mindoro	
5	039	Palawan	May 2005
	044	Romblon	
	084	Naga City	
	133	Legazpi City	
	135	Iriga City	
	137	Sorsogon City	Jul. 2005
	256	Tabaco City	
	012	Camarines Norte	Aug. 2005
	015	Catanduanes	
	046	Sorsogon Province	Sep. 2005
	029	Masbate	Oct. 2005
	003	Albay	
	265	Ligao City	Jun. 2006
	013	Camarines Sur	
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	Feb. 2006
	131	Guimaras	
7	098	Aklan	Mar. 2006
	004	Antique	Apr. 2006
	014	Capiz	May 2006
	035	Negros Occidental	Jun. 2006
	022	Iloilo Province	Sep. 2004
	017	Cebu Province	Nov. 2004
	054	Cebu City	
	075	Lapu-Lapu City	

Legend:

Reg Cd = Regional Code;

Div Cd = Division Code



# Roll-Out Schedule of Deped Employees' Payroll

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

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