



Finance-RM-2024-239

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



01 April 2024

Regional Memorandum
No.239 s.2024

**REGION-WIDE PERSONNEL SERVICES (PS) MONITORING
AND RECONCILIATION OF REMITTANCES OF DEDUCTIONS
(GSIS GOVERNMENT AND PERSONAL SHARE) IN ALL
SCHOOLS DIVISION OFFICES**

To **Schools Division Superintendents**

1. In reference to National Budget Circular No. 592, Guidelines on the Release of Funds for FY 2024, the Finance Division will conduct a Region wide PS Monitoring and Reconciliation of Remittances of Deductions (GSIS Government and Personal Share) in all Schools Division Offices.
2. The objective of this activity is to monitor and reconcile the remittances of deductions for GSIS and personal share to come-up with completed status of all schools division offices.
3. The monitoring and reconciliation proper will start from April, 2024 onwards until such time that the Regional Office will be finished in all SDOs. The scheduled SDO will be informed three (3) days in advance through your respective Schools Division Superintendent to give time for the data to be reconciled.
4. Schools Division Personnel who will be involved in the reconciliation are the SDO Budget Officer, Accountant, Human Resource Management Officer and other personnel involved in fund utilization.
5. For other concerns, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email finance.calabarzon@deped.gov.ph.
6. For compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
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