

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




18 March 2025

Regional Memorandum
No.205 s.2025

IMMEDIATE RECONCILIATION OF G SIS PREMIUMS

To: **Schools Division Superintendent**
School Heads of Public Secondary Schools
All Others Concerned

1. Attached is the letter of Atty. Byron K. Sy, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Finance, Department of Education relative to the observed minimal progress in the on-going reconciliation of unpaid G SIS premiums and the need to take immediate corrective action to meet the required 70% reconciliation target.
2. Attention is invited to paragraphs 2 and 3 of the letter which are self-explanatory and apparently instructive.
3. In this regard, this Office hereby directs and expects the faithful submission of the reconciled accounts on or before 3pm of March 21, 2025 to give ample time for the consolidation by this Regional Office of the reports for submission to the Central Office on even date.
4. For preferential attention and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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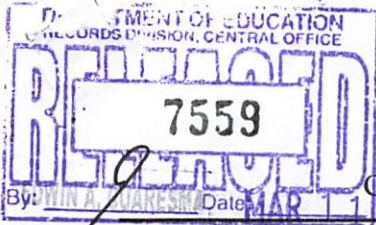
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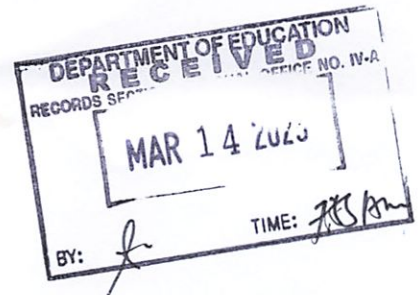
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

March 3, 2025

ALBERTO T. ESCOBARTE

Regional Director
DepEd Region IV-A
Karangalan ES, Karangalan Village
Cainta, Rizal



ATTENTION: ALL SCHOOLS DIVISIONS SUPERINTENDENTS (SDS)
REPORT CONSOLIDATORS ON GSIS PREMIUMS RECONCILIATION
HEADS, REGIONAL PAYROLL SERVICES UNIT (RPSU)
ACCOUNTANTS or BOOKKEEPERS IN-CHARGE OF GSIS REMITTANCES
AGENCY AUTHORIZED OFFICERS (AAOs)
ALL ELECTRONIC REMITTANCE FILE (ERF) HANDLERS

SUBJECT: **INSTRUCTIONS FOR THE CONDUCT OF PRE-WORK WITH
IMPLEMENTING UNITS AND SCHOOLS DIVISION OFFICES
FOR THE RECONCILIATION OF UNPAID GSIS PREMIUMS**

Dear **Director Escobarte**,

Following the minimal progress made during the **3rd Leg Reconciliation Workshop for CALABARZON – Region IV-A** on the Unpaid GSIS Premiums, where only Php **461,848,608.42** out of the Php **933,338,967.82** in outstanding premiums (**equivalent to 49% reconciled**) was successfully reconciled during the February 27, 2025 session, immediate corrective action is required to meet the required **70% reconciliation target**.


Given the urgency of this matter, all personnel in charge of the reconciliation process from your Schools Division Offices (SDOs) and Implementing Unit Schools (IUS) must be given three (3) to five (5) days to complete their reconciliation work in coordination with their respective GSIS Branch Heads. Achieving the required percentage of reconciled records is essential for your regional office's inclusion in the 2nd Tripartite Memorandum of Agreement (MOA) with DBM and GSIS.

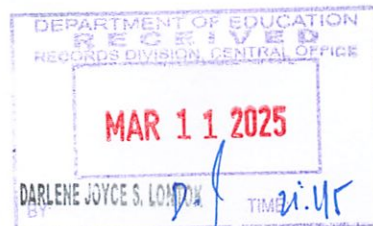
To ensure accountability and efficiency, we request your cooperation in prioritizing the reconciliation:

- All responsible personnel must actively participate in the reconciliation process.
- Close coordination with GSIS Branch Heads must be maintained to expedite the process.
- The consolidated report must be endorsed by the Schools Division Superintendents (SDS), duly reviewed and approved by your Office prior to submission to DepEd Central Office on or before **March 21, 2025**.

Your leadership and full cooperation in this matter are highly valued and essential to ensuring the timely completion of the reconciliation process.

Sincerely,


ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-In-Charge
Office of the Undersecretary for Finance



Copy Furnished:

1. **USec. Fatima Lipp D. Panontongan**
Undersecretary and Chief of Staff
2. **USec. Wilfredo E. Cabral**
Undersecretary for Human Resource and
Organizational Development
3. **Dir. Cholita F. Tiong**
OIC, Office of the Director IV
Finance Service

REGION	SCHOOLS DIVISION OFFICES	BEGINNING Balance of Unpaid GSIS Premiums As of January 2025 From Datasets Extracted by the GSIS (January 2011 to December 2023)					TOTAL NO. OF AFFECTED PERSONNEL (DISTINCT COUNT)	AMOUNT FROM PS WITH EXISTING FUND FOR PAYMENT TO GSIS OR ALREADY PAID TO GSIS	TOTAL BALANCE OF RECONCILED UNPAID PREMIUMS	%
		PS (Personnel Share)	GS (Government Share)	EC (Employees Compensation)	TOTAL					
CALABARZON (REG 4-A)	GRAND TOTAL	455,513,097.83	435,965,209.28	42,180,660.71	933,338,967.82	239,785		481,848,608.42	49.48%	
	ANTIPOLO CITY	10,043,004.39	11,907,684.02	503,301.09	22,453,889.50	10,499		22,645,832.40	100.85%	
	BACOR CITY	6,379,496.57	7,712,955.29	328,032.83	14,420,484.69	2,921		14,420,485.09	100.00%	
	BATANGAS	33,984,714.30	42,549,074.64	2,549,252.69	79,083,041.63	34,101		79,083,041.63	100.00%	
	BATANGAS CITY	2,888,662.14	3,189,352.70	197,852.97	6,284,867.81	2,510		6,284,667.81	100.00%	
	BINAN CITY	2,584,944.92	2,209,290.03	291,109.67	5,085,344.62	2,291		6,058,832.35	119.14%	
	CABUYAO CITY	4,303,605.66	5,421,578.44	189,108.81	9,913,292.91	1,751		9,913,292.91	100.00%	
	CALAMBA CITY	5,200,327.95	6,928,052.13	302,135.66	12,430,515.74	3,072		16,564,314.93	133.26%	
	CAVITE	1,957,089.66	1,496,444.56	289,670.92	3,723,205.14	822		10,573,230.75	283.98%	
	DASMARINAS CITY	10,137,612.15	12,759,684.37	402,859.24	23,300,355.76	5,995		27,205,226.29	116.76%	
	GENERAL TRIAS CITY	3,062,287.21	4,014,171.41	122,109.21	7,198,567.83	1,112		7,198,567.83	100.00%	
	IMUS CITY	4,512,215.71	3,315,673.03	484,127.95	8,312,016.69	1,705		0.00	0.00%	
	LAGUNA	54,470,483.73	65,273,665.70	3,334,181.85	123,078,331.28	39,540		123,078,331.28	100.00%	
	LIPA CITY	1,682,673.80	2,004,679.74	117,993.78	3,805,347.32	1,064		3,805,347.32	100.00%	
	LUCENA CITY	643,604.55	627,096.35	61,050.15	1,331,751.05	458		1,331,751.05	100.00%	
	QUEZON	35,751,648.09	44,100,389.36	1,678,525.51	81,530,562.96	18,586		81,530,562.96	100.00%	
	RIZAL	103,063,375.56	91,841,089.51	8,981,115.32	203,885,580.39	34,731		0.00	0.00%	
	SAN PABLO CITY (LAGUNA)	7,228,267.93	4,343,170.13	993,924.24	12,565,362.30	3,605		12,565,362.30	100.00%	
	STA. ROSA CITY	2,068,877.97	2,413,422.83	103,977.52	4,586,278.42	1,534		4,586,278.42	100.00%	
	TANAUAN CITY	2,858,331.49	3,501,826.58	139,220.07	6,499,377.14	3,141		6,499,377.14	100.00%	
	TAYABAS CITY	986,808.90	1,108,062.02	51,294.73	2,146,165.65	438		1,930,373.21	89.95%	
	NO DIVISION	158,570,182.93	115,256,180.87	20,822,031.89	294,648,395.69	65,545		0.00	0.00%	
	CAVITE CITY	1,963,782.87	2,159,328.17	177,791.23	4,300,902.27	804		265,481.77	6.17%	
	ROP - IVA	335,423.78	454,791.58	11,946.91	802,162.27	134		992,626.22	123.74%	
	SAN PEDRO CITY (LAGUNA)	835,675.57	1,068,346.72	49,246.47	1,953,268.76	2,769		1,953,268.76	100.00%	
	STO. TOMAS CITY (BATANGAS)	0.00	0.00	0.00	0.00					