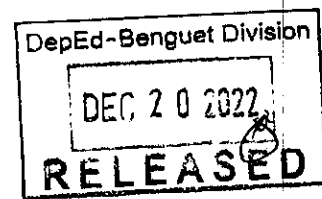




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



December 19, 2022

DIVISION MEMORANDUM

No. 385 s. 2022

TO: Public Schools District Supervisors/District Coordinating Principals
Elementary School Heads
Administrative Officer II (Elementary)
All others concerned

**REPORTING OF AO II'S AT SDO BENGUET FOR THE RECONCILIATION OF UNREMITTED
GSIS PREMIUMS**

1. A coordination meeting among the concerned Regional Office and Division Office personnel with representatives from the GSIS branches of Baguio City, La Union, Bayombong and Tuguegarao re: premium remittances was held on December 1-2, 2022 at the SNC Hall, DepEd CAR, Wangal La Trinidad, Benguet. The agenda of the said meeting are to orient the GSIS Agency Authorized Officers (AOs) and Electronic Remittance File (ERF) handlers on the features of the eBCS and WebMSP, discuss required forms and processes, and thresh out concerns related to premium remittances. The meeting was followed by a workshop where each Division was tasked to reconcile/update the records of the concerned employees with unremitted premiums based on the downloaded 2012-2022 data from the eBCS.
2. Considering the large number of employees with records that need to be updated, our Division AAO and ERF handler cannot do the updating by themselves with the short time frame allotted. Hence, we need a large workforce to facilitate the fast tracking of the updating. We then call all the Administrative Officers of the elementary schools to report to the Division office to assist in this endeavor, effective December 20, 2022, until the task is done.
3. The main task of each is to prepare service records of employees based on their respective 201 files and to update and check the veracity of their details.
4. Participants are expected to bring their own laptops and extension cords and other necessary materials and documents needed for the activity.
5. Immediate dissemination of this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

