



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

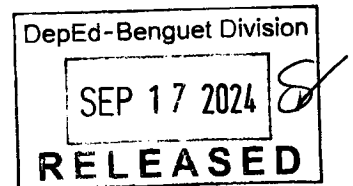
September 16, 2024

DIVISION MEMORANDUM

No: 321 s.2024

MEETING ON GSIS RECONCILIATION

To: Implementing Units
Budge Unit Head
Finance Section Head
Administrative Section
All others Concerned



1. In relation to the unremitted GSIS list forwarded by the GSIS office, this office will conduct a meeting to present the results of the GSIS reconciliation completed by the SDO and all implementing units on September 20, 2024, at the Adivay Hall, SDO Benguet.
2. This meeting aims to:
 - a. Reconcile all unremitted GSIS contributions withheld from employees with the schedule provided by GSIS.
 - b. Ensure that all unremitted GSIS withheld will be remitted on time.
3. The following participants are required to attend this meeting:

Sally L. Banaken-Ullalim CESO V	1
Mahal M. Rifani	1
Florabel E. Buclay	1
Florinda C. Pagoy	1
Maricel Codimdim	1
Implementing Units Bookkeepers and Personnel In-charge	30
Janelle Sibayan	1
Sheler Ramos	1
Marty T. Estacio	1
GSIS Representatives	2
Total	40

4. Meals and snacks shall be charged against the Division MOOE while travel expenses of participants from school shall be charged against the School MOOE subject to the usual accounting and auditing rules and regulations.
5. Prompt dissemination and strict adherence to this Office Memorandum are required.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent