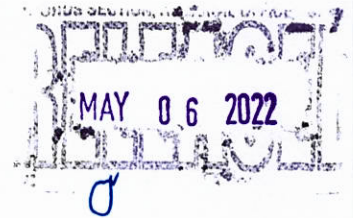




Republic of the Philippines
Department of Education
CARAGA REGION



May 04, 2022

REGIONAL MEMORANDUM

No. 0359 s, 2022

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

DATABASE VALIDATION AND MATCHING ON THE REGIONAL PAYROLL SERVICES UNIT MANDATORY AND LOAN DEDUCTIONS WITH THE GSIS ELECTRONIC BILLING AND COLLECTION SYSTEM

1. Pursuant to the GSIS Memorandum Circular No. 40 series of 2022 "Additional Validation and Matching Rules in the GSIS Electronic Billing and Collection System" effective due month May 2022, GSIS Butuan Branch in coordination with the Regional Payroll Services Unit conducted a meeting with the 12 Schools Division Offices, GSIS Agency Authorized Officers (AAO) and Electronic Remittance File Handlers (ERF handlers) as our proactive approach to the implementation of the memorandum circular.
 2. During that meeting it was agreed that the RPSU and the GSIS Team will be visiting the 12 Schools Division Offices for a database matching of the mandatory & loan deductions of the RPSU with the database in the GSIS EBCS.
 3. Corollary thereto, this office would like to request the attendance of the Schools Division Superintendent or the Assistant Schools Division Superintendent, Accountant, GSIS Authorized Agency Officer, ERF Handler and Division Payroll In-charge during the said visitation.
 4. Host Division shall provide a venue that can accommodate 8 to 10 person, 1 laptop, 1 lcd projector and snacks/lunch.
 5. Schedule for the Division of Surigao del Norte will be on May 06, 2022 in the morning and for the Division of Surigao City will be on the same date but in the afternoon. For the rest of the Schools Division Offices, it will be after the Election Day and respective division schedule will be announced later.
4. Immediate dissemination of this Memorandum is enjoined.


MA. GEMMA MERCADO LEDESMA
Regional Director



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Enclosure: None

Reference: GSIS Memorandum Circular No. 40 Series of 2022

To be indicated in the Perpetual Index
under the following subjects:

GUIDELINES

MEMORANDUM

PAYROLL

REPORTS

RPSU/apm
05/04/22



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