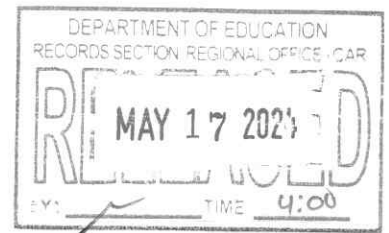




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



May 17, 2024

**REGIONAL MEMORANDUM**

No. 301.2024

**ADDENDUM TO RM NO. 294 s. 2024 RE: WORKSHOP ON THE DOWNLOADING OF GSIS AND HDMF REMITTANCES OF RPSU-PAID PERSONNEL**

To : Asst. Regional Director  
All Schools Division Superintendents  
All Others concerned

1. The venue of the Workshop on the Downloading of GSIS and HDMF Remittances of RPSU-paid personnel to be held on May 20-21, 2024 shall be the **ORCHARD HOTEL** along Legarda Road, Baguio City.
2. There shall be one (1) additional participant from the Regional Office to provide technical assistance to the Division Office personnel.
3. For information.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

For the Regional Director:

  
**RONALD B. CASTILLO, CESO V**  
Director III/Assistant Regional Director

ASD/OCAO/MAB/connie



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

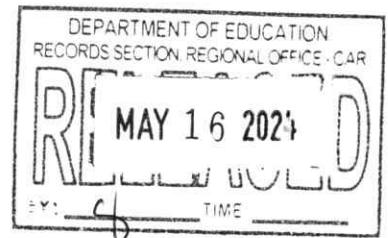
Email Address: car@deped.gov.ph

 DepEd Tayo Cordillera

 <https://depedcar.ph>



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



May 16, 2024

**REGIONAL MEMORANDUM**

No. 294-2024

**WORKSHOP ON THE DOWNLOADING OF GSIS AND HDMF REMITTANCES  
OF RPSU-PAID PERSONNEL**

TO: Assistant Regional Director  
All Schools Division Superintendents  
All Others Concerned

1. A virtual meeting was held on May 3, 2024 on the downloading to the Division Offices of the responsibility of remitting GSIS and HDMF remittances of RPSU-paid personnel. One of the agreements during the meeting was for the Regional Office to conduct technical assistance to concerned division office personnel. Hence, a workshop shall be held on the agreed date of **May 20-21, 2024** within **Baguio City**. Exact venue shall be communicated later.
2. The workshop aims to orient the participants, to walk them through the process, from the time they received the GSIS and HDMF data from the Regional Payroll Services Unit (RPSU) up to the preparation of vouchers for the actual remittance of the salary deductions due to GSIS and HDMF.
3. The participants of this workshop shall be five (5) Regional Office personnel who shall provide the technical assistance needed by the Division Office personnel, and three (3) personnel per Schools Division Office. The participants from the Division Offices should include the Electronic Remittance File (ERF) Handler, the Agency Authorized Officer (AAO)/ Alternate Agency Authorized Officer and the personnel in-charge of HDMF Remittances.
4. Check in of participants shall be on May 19, 2024 with dinner as the first meal. Check out will be 12nn of May 21, 2024 with pm snacks as the last meal. The workshop is expected to be done by 5pm on May 21. Participants are expected to bring their own laptops and extension cords. Any change in the list of participants already submitted should be communicated the soonest through text/call/messenger but not later than Friday, May 17, at 1pm.
5. For information and strict compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

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