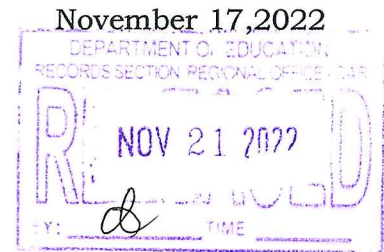




Republic of the Philippines
Department of Education
Cordillera Administrative Region

REGIONAL MEMORANDUM
No. 568-2022



COORDINATION MEETING WITH GSIS AND WORKSHOP ON GSIS REMITTANCES

To : All Schools Division Superintendents
Division Office Administrative Officers
GSIS AAOs and ERF Handlers
Others concerned

1. A coordination meeting of concerned Regional Office and Division Office personnel with representatives from the GSIS branches of Baguio City, La Union, Bayombong and Tuguegarao, to be followed by a workshop relative to premium remittances and updating of members' data is scheduled for December 1-2, 2022. Venue shall be at the RNEAP, DepEd-CAR Compound, Wangal, La Trinidad, Benguet. The purpose of this activity is to orient the GSIS Agency Authorized Officers (AAOs) and ERF handlers on the features of the eBCS and Web MSP, to discuss required forms and processes, and thresh out concerns related to premium remittances.
2. Each schools division office is expected to send their AAOs or staff who are actually preparing and uploading the Agency Remittance Advices (ARAs) in the GSIS Web MSP as well as their ERF Handler. Participants are expected to bring their laptops, extension cords and the documents (Service Records) needed for the preparation of ARAs.
3. There shall be a maximum of three (3) participants per division and eight (8) from the Regional Office. Final confirmation of participants and the date of their arrival shall be sent to car.admin@deped.gov.ph on or before 12nn of November 25, 2022. First meal of live-in participants shall be dinner of November 30 while that of live-out participants shall be AM snack of December 1. Last meal of all participants shall be the PM snacks of December 2.
4. For information, guidance and compliance.


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

