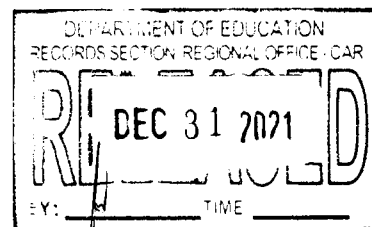




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



December 28, 2021

REGIONAL MEMORANDUM

No. 632-2021

UPDATING OF GSIS MEMBERS' DATA

To: Schools Division Superintendents
Division GSIS Agency Authorized
Officers (AAOs)
Division Office Administrative Officer
Division Office Human Resource Officers

1. This memorandum is being issued because despite emails sent by the Regional Office ERF handler to the Division Offices regarding clarificatory items/unmatched name items, there are still payroll deductions representing GSIS premiums and loan amortizations which are not remitted due to these clarificatory items/unmatched name items. Examples of these are invalid BP numbers, unmatched remitting agency, unmatched basic salary, unmatched combination of BP number and name, and the like.
2. The submission of the appropriate ARA Forms/service records to GSIS by the Division Office Authorized Agency Officers (AAOs) should be given priority by the Division Offices. All AAOs are advised to check the clarificatory items/unmatched name items sent to them/their Divisions by Ms. Grace Dampulay, Regional Office ERF handler, and submit the required appropriate documents (ARA Forms/service records) to GSIS.
3. The DepED-CAR Regional Office shall not shoulder the penalties arising from the non-remittance of payroll deductions due to non-updating of GSIS records since the updating can only be done at the Division Offices.
4. The Division Office Administrative Officer and Human Resource Officer should make sure that in the event of change of AAO, the former AAO should train/brief the incoming AAO of her/his functions.
4. For information and compliance.


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

/cdad



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422-1318
Email: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

MANAGEMENT SYSTEMS SOLUTIONS