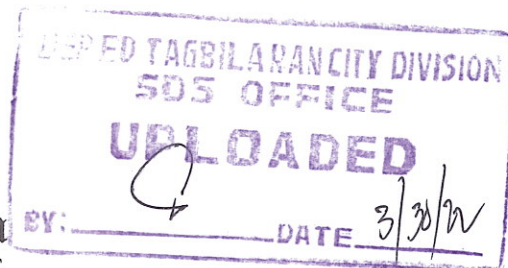




Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS – TAGBILARAN CITY



**Office of the Schools Division
 Superintendent**

March 28, 2022

DIVISION MEMORANDUM
 No. 105, s. 2022

CREATION OF TECHNICAL WORKING GROUPS (TWGs) FOR THE MANAGEMENT AND RECONCILIATION OF DEPARTMENT OF EDUCATION'S GSIS ALLEGED PREMIUM DEFICIENCIES

To: Assistant Schools Division Superintendent
 Chief, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to Regional Memorandum No. 0240, s. 2022, the Department of Education (DepEd) through DepEd Memorandum OUF-2021-0384 emphasizes the need to expedite the process of reconciliation GSIS premium contributions for GS and PS of DepEd personnel, as well as records reconstruction.

2. In view of this, this Office is organizing the TWG which is composed of the following:

Office/School	TWG	Oversight
Tagbilaran City Division Office	Team Leader: <ul style="list-style-type: none"> CASIANA P. CABERTE Asst. Schools Division Superintendent 	Joseph Irwin A. Lagura Schools Division Superintendent
	Members: 1. Head of Administrative Unit <ul style="list-style-type: none"> AQUILINO T. MILAR JR. 	
	2. Head of Accounting Unit <ul style="list-style-type: none"> MICHELLE T. SAGARAL 	
	3. Head of Personnel Section <ul style="list-style-type: none"> JOCELYN P. CUTIN 	
	4. Designated AAOs <ul style="list-style-type: none"> AQUILINO T. MILAR JR.- old agency JOANALLI R. OPERIANO- old agency JOCELYN P. CUTIN- new agency MARICEL A. GALAN- new agency 	
5. Designated ERF Handler <ul style="list-style-type: none"> ANA LOU S. REGALADO 		



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

	6. Representative from IT Section • JOSE C. MARIÑAS	Joseph Irwin A. Lagura Schools Division Superintendent
	7. Secretariat • APRIL R. TAGHAP	

School Heads for Non-IUs:

Office/School	TWG	Oversight
Bool Elementary School	Eufe Rhoda Galon	Joseph Irwin A. Lagura Schools Division Superintendent
Booy South Elementary School	Maria Rachel Omasas	
Booy Elementary School	Marilyn Goti-Ay	
Mansasa Elementary School	Proserpina Doroy	
City East Elementary School	Clementina Gamil	
Cogon Elementary School	Basilides Sempron	
Ubujan Elementary School	Marcelino Pelin	
Eastern Cogon Elementary School	Concepcion Gallentes	
Manga Elementary School	Juanita Lafuente	
Dampas Elementary School	Lorelei Anore	
TCCES- Sped Center	Maria Flor Getigan	
Taloto Elementary School	Eldiebrando Correa	
Tiptip Elementary School	Ma. Dulce Alma Lopus	
Tagbilaran City Central Elementary School	Ma. Antonette Dugang	
Dao Elementary School	Maria Chona Roxas	
Cabawan Elementary School	Alberto Tibod Jr.	
San Isidro Elementary School	Dioscora Sayon	
San Isidro National High School	Jenelou John Israel	
Tagbilaran High School for Hearing Impaired	Rizalina Peligro	

For IU-Secondary Schools

Office/School	TWG	Oversight
	Team Leader: • Melchor Daniel	Joseph Irwin A. Lagura Schools Division Superintendent



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<p>Dr. Cecilio Putong National High School</p>	<p>Members:</p> <ol style="list-style-type: none"> 1. School Administrative Officer <ul style="list-style-type: none"> • Melany T. Buntag 2. School Bookkeeper <ul style="list-style-type: none"> • Venancio P. Lauron 3. Designated AAO <ul style="list-style-type: none"> • Ma. Cristina Olaivar 4. Designated ERF Handler <ul style="list-style-type: none"> • Jessa Mae Catacutan 5. Secretariat <ul style="list-style-type: none"> • Elainie Centino 	
<p>Tagbilaran City Science High School</p>	<p>Team Leader: Jonathan D. Membreve</p> <p>Members:</p> <ol style="list-style-type: none"> 1. School Bookkeeper <ul style="list-style-type: none"> • Divina B. Migriño 2. Designated AAO & ERF Handler <ul style="list-style-type: none"> • Meriam P. Arango 3. Secretariat <ul style="list-style-type: none"> • Jualey D. Misa 	
<p>Manga National High School</p>	<p>Team Leader:</p> <ul style="list-style-type: none"> • Grace Marie L. Campos <p>Members:</p> <ol style="list-style-type: none"> 1. School Bookkeeper <ul style="list-style-type: none"> • Josefina Tayag- 2. Designated AAO <ul style="list-style-type: none"> • Fatima Melody P. Ingles- 3. Designated ERF Handler <ul style="list-style-type: none"> • Ralp R. Botero 4. Secretariat <ul style="list-style-type: none"> • Antonia Requina 	<p>Joseph Irwin A. Lagura Schools Division Superintendent</p>
<p>Mansasa National High School</p>	<p>Team Leader:</p> <ul style="list-style-type: none"> • Florafel C. Datoy <p>Members:</p> <ol style="list-style-type: none"> 1. School Bookkeeper <ul style="list-style-type: none"> • Anna Stifane P. Coritico 2. Designated AAO & ERF Handler <ul style="list-style-type: none"> • Maria Flores P. Veloso 3. Secretariat <ul style="list-style-type: none"> • Mary Lani I. Narvarte 	
<p>Cogon High School- Evening Class</p>	<p>Team Leader:</p> <ul style="list-style-type: none"> • Lemuel Barol <p>Members:</p> <ol style="list-style-type: none"> 1. School Administrative Officer <ul style="list-style-type: none"> • Antonette Oguis 2. School Bookkeeper 	<p>Joseph Irwin A. Lagura Schools Division Superintendent</p>



	<ul style="list-style-type: none"> • Maria Elena Bacus <p>3. Designated AAO</p> <ul style="list-style-type: none"> • Helen B. Chatto <p>4. Designated ERF Handler</p> <ul style="list-style-type: none"> • Karen G. Gementiza <p>5. Secretariat</p> <ul style="list-style-type: none"> • Beverly Joy D. Cuajao 	<p>Joseph Irwin A. Lagura Schools Division Superintendent</p>
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8. The TWG shall perform the following responsibilities:
- a. Secure list of DepEd personnel whose GSIS premium contributions are subject for reconciliation, for validation/confirmation/appropriate action;
 - b. On the basis of the list, determine the names of DepEd personnel who are active and inactive as of December 2019;
 - c. Coordinate with the GSIS office or branch and concerned personnel, the reconciliation of DepEd's GSIS Premium Deficiencies, both GS and PS;
 - d. Review and prepare division-wide consolidation of all GSIS records reconciled. For IU-SS reports, these shall be submitted to the Schools Division Administrative Unit, for school's division-wide consolidation; and
 - e. Provide regular reports to oversight official (SDS) as consolidated by Division Office and minimize or eliminate future premium deficiencies.
9. A regional virtual orientation will be conducted on March 29, 2022 at 2:00 p.m. through MS Teams of which the participants are the ERF Handlers of SDOs and IU-SS and team leader (ASDS and Asst. Principal).
10. Immediate dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/ADMIN/ATM/art



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAR 23 2022

REGIONAL MEMORANDUM

No. **0240** s. 2022

CREATION OF TECHNICAL WORKING GROUPS (TWGs) FOR THE MANAGEMENT AND RECONCILIATION OF DEPARTMENT OF EDUCATION'S GSIS ALLEGED PREMIUM DEFICIENCIES

TO : Assistant Regional Director
Schools Division Superintendents (SDSs)
Assistant Schools Division Superintendents (ASDSs)
Chief of Finance Division, DepEd Regional Office VII
Chief of Administrative Service Division, DepEd Regional Office VII
All Others Concerned

1. The Department of Education (DepEd) through Memorandum OUF-2021-0384, emphasizes the need to expedite the process of reconciliation GSIS premium contributions for GS and PS of DepEd personnel, as well as records reconstruction.
2. Significantly, DepEd Central Office, Regional Office and School Division Offices including Implementing Units (IU)-Secondary Schools (SS) are instructed to organize their respective Technical Working Groups (TWGs) for the management and reconciliation of DepEd's GSIS Premium Deficiencies, both for GS and PS.
3. In view of this, the Schools Division Superintendents are hereby directed to organize their TWGs which shall be composed of the following :

Office/School	TWG	Oversight
Schools Division Office	Team Leader : Assistant Schools Division Superintendent (ASDS) Members : 1. Head of the Administrative Unit 2. Head of the Accounting Unit 3. Head of Personnel Section 4. Designated AAO 5. Designated ERF Handler 6. Representative from Information Technology Section 7. School Heads of Non-IUs Secretariat : Administrative Unit or as designated by the SDS	Schools Division Superintendent (SDS)



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REGION VII - CENTRAL VISAYAS

Office/School	TWG	Oversight
IU – Secondary Schools (SS)	Team Leader : Assistant to the Principal, or equivalent Members : 1. School Administrative Officer or equivalent 2. School Accountant or Bookkeeper 3. Designated AAO 4. Designated ERF Handler Secretariat : As designated by the School Head	Schools Division Superintendent (SDS)

4. The TWGs shall perform the following responsibilities:
- Secure list of DepEd personnel whose GSIS premium contributions are subject for reconciliation, for validation/confirmation/appropriate action;
 - On the basis of the list, determine the names of DepEd personnel who are active and inactive as of December 2019;
 - Coordinate with the GSIS office or branch and the concerned personnel, the reconciliation of DepEd's GSIS Premium Deficiencies, both GS and PS;
 - Review and prepare division-wide consolidation of all GSIS records reconciled. For IU-SS reports, these shall be submitted to the Schools Division Administrative Unit, for school's division-wide consolidation; and
 - Provide regular reports to oversight official (SDS) as consolidated by Division Office and minimize or eliminate future premium deficiencies.
5. The SDSs shall submit provide the Regional Office the names of the members of the TWG on or before MARCH 29, 2022 :

NAME	OFFICE/SCHOOL	Email-Address

6. A regional virtual orientation will be conducted on MARCH 29, 2022 AT 2:00 P.M. through MS TEAMS of which the participants are the ERF HANDLERS of SDOs and IU-SS and team leader (ASDSs and Asst. Principal). It is requested that the names and email address of ERF HANDLERS and TEAM LEADERS of SDO TWG and IU-SS be submitted to the Administrative Service Division through Mr. Jancent Luega, Administrative Asst. I for the link of the activity.




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7. For Regional Office, the TWG is composed of the following :

Office	Designation	Name
Oversight Official	Regional Director	Dr. Salustiano T. Jimenez
Regional Office (RO)	Team Leader	Dr. Cristito A. Eco
	Members :	
	Chief Finance Division	Sylvio H. Sabino
	Chief Administrative Service Division	Ida F. Cabantan
	Regional Accountant	Robella Bigornia
	Head Personnel Section	Ameelyn R. Coca
	Designated AAO/ERF Handler	Augusto Santiago
	Representative from ICT Unit	Johnnyline Jagdon
	Secretariat :	
	Administrative Service Division	Jancent Luega
		Ma. Teresa Jose
		Kimverly Cartagena
		Eric Jandayan
		Lanie Gidcuos
	Glenn Orat	
	Annalyn Gernale	
	Justhel Kate Monteron	

8. In case of queries and clarifications, please coordinate with the Chiefs Sylvio Sabino, Finance Division and Chief Ida F. Cabantan, Administrative Service Division.
9. For dissemination and strict compliance.


SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V
Director IV, Regional Director

