



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

**Office of the Schools Division
Superintendent**

August 18, 2026

DIVISION MEMORANDUM
OSDS-2026- 141

To : **CHRISTINE C. SARAUM**, Administrative Assistant III
REY KALLEN A. RAPIRAP, Administrative Assistant III

**JOINT CLUSTER WORKSHOP OF DEPED AND GSIS
RE: UNPAID PREMIUM RECEIVABLES (PERSONAL SHARES) CLUSTER 3**

1. The above-mentioned personnel are hereby directed to attend the Joint Cluster Workshop of DepEd and GSIS re: Unpaid Premium Receivables (Personal Shares), Cluster 3, pursuant to Memorandum No. OUF-2016-1178 dated July 29, 2026. The workshop for Cluster 3, covering Regions VI, VII, VIII, and NCR, is scheduled on September 01 to 03, 2026, within Iloilo City.
2. In this regard, kindly complete the attendance registration and submit the required documents enumerated in the said Memorandum at the soonest possible time, preferably prior to the scheduled workshop date.
3. The attendance registration and submission of documents may be accomplished through the following links:

Attendance Registration: <https://forms.cloud.microsoft/r/3pUc2sMsRE>
Submission of Required Documents: <https://forms.cloud.microsoft/r/QBHRepNNuR>
4. The required documents shall be submitted through the designated document submission link prior to the workshop and shall likewise be brought during the workshop for use in the validation and processing activities. Participants are likewise reminded to bring the necessary equipment, particularly a laptop and extension cord, during the workshop.
5. Travel and other incidental expenses shall be charged to Division MOOE, subject to the usual auditing and accounting rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm

Follow-up Re: [Region VI, VII, VIII, NIR] Joint Cluster Workshop of the Department of Education (DepEd) and the Government Service Insurance System (GSIS) on Unpaid Premium Receivables (Personal Shares), Clusters 3

From Employee Account Management Division <fs.eamd@deped.gov.ph>

Date Thu 8/13/2026 9:36 AM

To Employee Account Management Division <fs.eamd@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DEPED AKLAN <aklan@deped.gov.ph>; Sdo Antique <antique@deped.gov.ph>; DEPED CAPIZ <capiz@deped.gov.ph>; DepEd Guimaras <guimaras@deped.gov.ph>; DepEd - Schools Division of Iloilo <iloilo@deped.gov.ph>; DEPED ILOILO CITY <deped.iloilocity@deped.gov.ph>; DEPED PASSI CITY <passi.city@deped.gov.ph>; DEPED ROXAS CITY <deped.roxascity@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; DEPED BOGO CITY <bogo.city@deped.gov.ph>; DEPED BOHOL <deped.bohol@deped.gov.ph>; CARCAR CITY DIVISION <carcacity.division@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED CEBU <cebu@deped.gov.ph>; DEPED CEBU CITY <cebu.city@deped.gov.ph>

Cc Ariel Tandingan <ariel.tandingan@deped.gov.ph>; Roma Kristine Asuncion <roma.asuncion@deped.gov.ph>; Marites Rea <marites.rea@deped.gov.ph>; Andrea Juztine Cura <andrea.juztine.cura@deped.gov.ph>; Natan Valencia <natan.valencia@deped.gov.ph>

Dear Regional Directors and Schools Division Superintendents:

Good day!

This is to respectfully follow up on the attendance registration for the Joint Cluster Workshop of DepEd and GSIS re: Unpaid Premium Receivables (Personal Shares), Cluster 3, pursuant to DepEd Memorandum No. OUF-2026-1176 dated July 29, 2026. The workshop for Cluster 3, covering Regions VI, VII, VIII, and NIR, is scheduled on September 01 to 03, 2026, within Iloilo City.

In this regard, may we kindly request the concerned Regional Offices (ROs) and Schools Division Offices (SDOs) to complete the attendance registration and submit the required documents at the soonest possible time, preferably prior to the scheduled workshop date.

The attendance registration and submission of documents may be accomplished through the following links:



Link

RO Attendance Registration	https://forms.cloud.microsoft/r/PHsU1HUdha
SDO Attendance Registration	https://forms.cloud.microsoft/r/3pUc2sMsRE
Submission of Required Documents	https://forms.cloud.microsoft/r/QBHRepNNuR

As indicated in the Memorandum, the following documents are required to support the validation and processing of the Unpaid Premium Receivables (UPRs):

Required Document

1 Payroll Files MASTFILE for FY 2024 and 2025

DEPED TAGBILARAN CITY DIVISION
SDS OFFICE 8-III
DOWNLOADED
DATE: 8/13/2026

- 2 FY 2024 and 2025 GSIS Clarificatory Items
- 3 FY 2024 and 2025 Summary of Employees (resigned/retired/LWOP)
- 4 FY 2024 and 2025 Service Records (resigned/retired/LWOP) with discrepancies in billing
- 5 FY 2024 and 2025 Detailed General Ledger and Subsidiary Ledger for employee due to GSIS
- 6 FY 2024 and 2025 Obligation Request and Status (ORS) for salaries
UPR Files FY 2024 and 2025
- 8 FAR No. 3 – Aging of Due and Demandable Obligations (FY 2025)

The required documents shall be submitted through the designated document submission link prior to the workshop and shall likewise be brought during the workshop for use in the validation and processing activities.

For proper consolidation, one (1) complete set of the required documents shall be submitted per Region and SDOs.

Participants are likewise reminded to bring the necessary equipment, particularly a **laptop and extension cord**, during the workshop.

Your kind assistance in ensuring the timely completion of the attendance registration and submission of the required documents is highly appreciated.

Thank you for your usual cooperation and support.

Very truly yours,

Employee Account Management Division (EAMD)

Department of Education - Finance Service

17th Floor TechZone Building, Malugay Street, Makati City

/gps

We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link:

bit.ly/EAMDFB

[Region VI, VII, VIII, NIR] Joint Cluster Workshop of the Department of Education (DepEd) and the Government Service Insurance System (GSIS) on Unpaid Premium Receivables (Personal Shares), Clusters 3

From Employee Account Management Division <fs.eamd@depd.gov.ph>

Date Fri 7/31/2026 12:35 PM

To DepEd VI Western Visayas <region6@depd.gov.ph>; DEPED AKLAN <aklan@depd.gov.ph>; Sdo Antique <antique@depd.gov.ph>; DEPED CAPIZ <capiz@depd.gov.ph>; DepEd Guimaras <guimaras@depd.gov.ph>; DepEd - Schools Division of Iloilo <iloilo@depd.gov.ph>; DEPED ILOILO CITY <depd.iloilocity@depd.gov.ph>; DEPED PASSI CITY <passi.city@depd.gov.ph>; DEPED ROXAS CITY <depd.roxascity@depd.gov.ph>; DepEd Region VII Central Visayas <region7@depd.gov.ph>; DEPED BOGO CITY <bogo.city@depd.gov.ph>; DEPED BOHOL <depd.bohol@depd.gov.ph>; CARCAR CITY DIVISION <carcarcity.division@depd.gov.ph>; DEPED CEBU <cebu@depd.gov.ph>; DEPED CEBU CITY <cebu.city@depd.gov.ph>; DEPED DANA O CITY <danao.city@depd.gov.ph>; DEPED LAPULAPU <depd.lapulapu@depd.gov.ph>; MANDAUE CITY <mandaue.city001@depd.gov.ph>; TAGBILARANCITY DIVISION <tagbilarancity.division@depd.gov.ph>; TALISAY CITY DIVISION <talisaycity.division@depd.gov.ph>

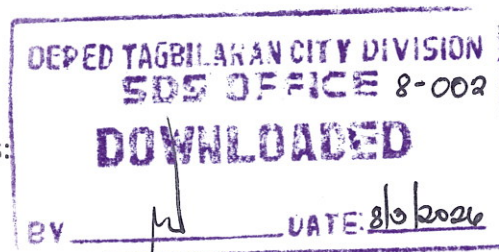
Cc Ariel Tandingan <ariel.tandingan@depd.gov.ph>; Roma Kristine Asuncion <roma.asuncion@depd.gov.ph>; Marites Rea <marites.rea@depd.gov.ph>; Andrea Juztine Cura <andrea.juztine.cura@depd.gov.ph>; Gwyneth Salvador <gwyneth.salvador@depd.gov.ph>; Natan Valencia <natan.valencia@depd.gov.ph>

3 attachments (9 MB)

MEMO - Joint Cluster Workshop of DepEd and GSIS re Unpaid Premium Receivables (Personal Shares) Cluster 1 -4.pdf;
QRCode for CLUSTER 3 REGIONS - JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE_ UPRs (PERSONAL SHARES).png;
QRCode for CLUSTER 3 DIVISIONS - JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE_ UPRs (PERSONAL SHARES).png;

Dear Regional Directors and Schools Division Superintendents:

Good day.



Please find attached the Memorandum dated July 29, 2026, regarding the conduct of the Joint Cluster Workshop of the Department of Education (DepEd) and the Government Service Insurance System (GSIS) on Unpaid Premium Receivables (Personal Shares), Clusters 1-4.

The workshop will be conducted according to schedule:

- Cluster 1 - Regions I, II, III, and CAR: August 23-25, 2026, at GSIS Pasay
- Cluster 2 - Regions IV-A, IV-B, V, and NCR: August 26-28, 2026, at GSIS Pasay
- Cluster 3 - Regions VI, VII, VIII, and NIR: September 1-3, 2026, in Iloilo City
- Cluster 4 - Regions IX, X, XI, XII, and XIII: September 7-9, 2026, in Davao City

All Regional Offices (ROs) and Schools Division Offices (SDOs) are requested to ensure the participation of the following personnel:

- Regional Offices: One (1) Accountant, one (1) Budget Officer, and one (1) Electronic Remittance File (ERF) Handler
- Schools Division Offices: One (1) Accountant and one (1) Electronic Remittance File (ERF) Handler

Designated participants shall register using the appropriate cluster and office registration links indicated in the attached Memorandum, or in the QR code provided. They are likewise requested to bring the required documents and equipment specified therein.

Travel expenses shall be charged against the respective local funds of the ROs and SDOs, subject to existing budgeting, accounting, and auditing rules and regulations. For Clusters 1 and 2, GSIS shall shoulder the venue, meals, board, and lodging.

Kindly disseminate the attached Memorandum to all concerned personnel and facilitate the registration and participation of the designated representatives.

For inquiries, please contact Mr. Natan A. Valencia of the Finance Service-Employee Account Management Division (FS-EAMD) through fs.eamd@deped.gov.ph.

For guidance and compliance.

Thank you.

Employee Account Management Division (EAMD)

Department of Education - Finance Service
17th Floor TechZone Building, Malugay Street, Makati City

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We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link:
bit.ly/EAMDFB



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2026-~~1776~~

July 29, 2026

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **REGIONAL ACCOUNTANTS**
REGIONAL BUDGET OFFICERS
REGIONAL ELECTRONIC REMITTANCE FILE (ERF) HANDLERS
DIVISION ACCOUNTANTS
DIVISION ELECTRONIC REMITTANCE FILE (ERF) HANDLERS
ALL OTHERS CONCERNED

FROM : **ATTY. EDSON BYRON K. SY**
Undersecretary for Finance

SUBJECT : **JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE: UNPAID
PREMIUM RECEIVABLES (PERSONAL SHARES) CLUSTER 1-4**

The Department of Education (DepEd) and the Government Service Insurance System (GSIS) have continuously worked together to address issues relating to Unpaid Premium Receivables (UPRs), particularly those arising from premium contributions that have been deducted from the salaries of DepEd personnel but remain unpaid, subject to reconciliation in GSIS records. This concern directly affects the proper accounting of both the Personal Share (PS) of DepEd personnel and the corresponding Government Share (GS), and resulted in discrepancies in members' premium records.

In view of this, the GSIS, in coordination with the DepEd, will be conducting a Joint Cluster Workshop on the Unpaid Premium Receivables. The workshop is likewise designed to actively engage DepEd Accountants in resolving outstanding premium receivables, equip them with streamlined processes for consistent compliance, and introduce monitoring and reportorial tools that will allow offices to track the status of unpaid receivables at the division and regional levels.

The main objectives of this workshop are to address the following:

1. To present the latest status and updates on GSIS Unpaid Premium Receivables (UPRs);
2. To orient and provide DepEd Accountants and concerned personnel on the streamlined process for validation, documentation, and settlement; and
3. To provide monitoring and reportorial tools in determining the status of UPRs per Schools Division Offices (SDOs) and Regional Offices (ROs).

This event will be conducted in four cluster sessions:

CLUSTER	VENUE	DATE
Cluster 1 (Regions I, II, III, CAR)	GSIS Pasay	August 23 to 25, 2026
Cluster 2 (Regions IV-A, IV-B, V, NCR)	GSIS Pasay	August 26 to 28, 2026
Cluster 3 (Regions VI, VII, VIII, NIR)	Iloilo City*	September 01 to 03, 2026
Cluster 4 (Regions IX, X, XI, XII, XIII)	Davao City*	September 07 to 09, 2026

*Specific venue to be determined by the DepEd

Please be guided by the following important details:

	Day 0	Day 1	Day 2
Accommodation			
Check-in	2:00 PM		
Check-out			12:00 PM
Meals			
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack		✓	
Dinner	✓	✓	

All ROs and SDOs are requested to ensure the participation of the following personnel in the applicable cluster session:

Regional Offices	Division Offices
One (1) Accountant One (1) Budget Officer One (1) Electronic Remittance File (ERF) handler	One (1) Accountant One (1) Electronic Remittance File (ERF) handler

All ROs and SDOs shall register their official participants through the appropriate registration link indicated below:

CLUSTER 1	Regions I, II, III, CAR
RO Link	https://forms.cloud.microsoft/r/rwGLPm98tt
SDO Link	https://forms.cloud.microsoft/r/QR868E11Ts

CLUSTER 2	Regions IV-A, IV-B, V, NCR
RO Link	https://forms.cloud.microsoft/r/d1781ZpcFg
SDO Link	https://forms.cloud.microsoft/r/ZUTJRw0iaR

CLUSTER 3	Regions VI, VII, VIII, NIR
RO Link	https://forms.cloud.microsoft/r/PHsU1HUdha
SDO Link	https://forms.cloud.microsoft/r/3pUc2sMsRE

CLUSTER 4	Regions IX, X, XI, XII, XIII(CARAGA)
RO Link	https://forms.cloud.microsoft/r/QFL5S1ywKA
SDO Link	https://forms.cloud.microsoft/r/cLdhWQQeEt

Each office shall ensure that the only the designated participants are registered under the appropriate cluster and office category. The information submitted through the registration links shall serve as the official basis for confirming attendance and facilitating the necessary administrative arrangements.

The participants shall also bring the following documents and equipment to support validation and processing during the workshop:

Document/s
• Payroll Files MASTFILE for FY 2024 and 2025 • FY 2024 and 2025 GSIS Clarificatory Items • FY 2024 and 2025 Summary of Employees (resigned/retired/LWOP) • FY 2024 and 2025 Service Records (resigned/retired/LWOP) with discrepancies billing • FY 2024 and 2025 Detailed General Ledger and Subsidiary Ledger for employee due to GSIS • FY 2024 and 2025 Obligation Request and Status (ORS) for salaries • UPR files for FY 2024 and 2025 • FAR No. 3 – Aging of Due and Demandable Obligations (FY 2025)
Equipment/s
• Laptop • Extension Cord

Travel expenses of the participants shall be charged against their respective local funds of the ROs and SDOs, subject to existing budgeting, accounting and auditing rules and regulations. GSIS shall shoulder the venue, meals, board and lodging for the Cluster 1 and 2.

Further details on registration, confirmation of participants, and other administrative arrangements shall be provided through a separate advisory. For inquiries, please contact **Mr. Natan A. Valencia** of FS-Employee Account Management Division (FS-EAMD) at fs.eamd@deped.gov.ph.

For guidance and compliance.

**CLUSTER 3 DIVISIONS - JOINT
CLUSTER WORKSHOP OF DEPED
AND GSIS RE: UPRs (PERSONAL**



**CLUSTER 3 REGIONS - JOINT
CLUSTER WORKSHOP OF DEPED
AND GSIS RE: UPRs (PERSONAL**

