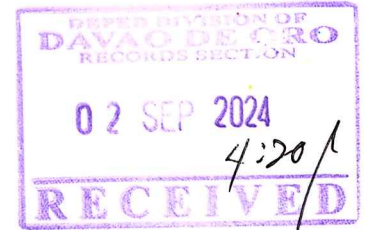




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



August 30, 2024

OFFICE MEMORANDUM

No. 089, s. 2024

**WORKSHOP ON THE RECONCILIATION PROCESSES AND REPORTS
OF GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS**

To : **OFELIA S. TATAD**, Administrative Officer II
CHERRY MAY A. PAICAN, Administrative Aide III

1. Attached is Memorandum OUF-2024-0548 from Annalyn M. Sevilla, Undersecretary for Finance Service, on the Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters to be held at the Auditorium Hall, 8th Floor, GSIS Head Office, Pasay City on October 8-11, 2024.
2. The objectives of the workshop are the following:
 - a) To submit updated reconciliation reports by Region; and
 - b) To gather the funding requirements to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.
3. Anent to the above, you are hereby required to attend the said activity. Other details and the list of documents that must be prepared and brought to the workshop are found in the enclosures.
4. Travel and other allowable incidental expenses incurred in attendance to the said activity shall be chargeable against Division MOOE, subject to the usual accounting and auditing rules and regulations.
5. For your information and compliance.


CRISTY C. EPE, CESO V
Schools Division Superintendent



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

MEMORANDUM

OUF- 2024- 0548

**TO: ALL REGIONAL DIRECTORS
ALL SCHOOL DIVISION SUPERINTENDENTS
ALL REGIONAL OFFICES and SCHOOLS DIVISION OFFICES**

ATTENTION: Chiefs Administrative Officers, Administrative Division
Chiefs Administrative Officers, Finance Division
Heads, Regional Payroll Services Unit (RPSU)
Accountants/Bookkeepers
Personnel Unit
All Agency Authorized Officers (AAOs)
All ERF Handlers
Central Office Concerned Personnel

FROM: 
ANNALYN M. SEVILLA
Undersecretary for Finance Service

**SUBJECT: WORKSHOP ON THE RECONCILIATION PROCESSES AND
REPORTS OF GSIS PREMIUM DEFICIENCIES AND OTHER
MATTERS - CLUSTERS 1-8 (2nd Leg)**

DATE: July 17, 2024

This is to inform you about the upcoming event organized by DepEd Central Office in partnership with the Government Service Insurance System (GSIS), titled "Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters - Clusters 1-8." The cluster workshops events will be held at the Auditorium Hall, located on the 8th Floor of the GSIS Head Office, Pasay City.

Given the importance of ensuring accurate reconciliation of GSIS premium deficiencies, a second round of workshops has been scheduled for DepEd personnel to provide the necessary support and guidance.

We look forward to your active participation in this event.

Objectives of the Cluster Workshops:

- a. To submit updated reconciliation reports by region.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebpm@deped.gov.ph

- b. To gather the funding requirements to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.

1. Composition of Participants:

Each Regional Office Proper (ROP) is required to send four (4) participants only, designated as follows:

- a. One (1) Agency Authorized Officer (AAO)
- b. One (1) ERF Handler or Consolidator of GSIS remittances
- c. One (1) Accountant or Bookkeeper overseeing GSIS remittances
- d. One (1) Chief Administrative Officer or RPSU Head

Each Schools Division Office (SDO) is required to send two (2) participants only, designated as follows:

- a. One (1) AAO or Consolidator of GSIS Remittances
- b. One (1) ERF Handler or Accountant or Bookkeeper overseeing GSIS remittances

2. Clusters Schedule per Region:

Clusters	Regions	Dates*
1	NCR & IV-A	August 6-9, 2024
2	I & CAR	August 27-30, 2024
3	IV-B & V	September 2-5, 2024
4	II & III	September 9-12, 2024
5	VI & VIII	September 16-19, 2024
6	VII & IX	October 1-4, 2024
7	X and XI	October 8-11, 2024
8	XII and CARAGA	October 21-24, 2024

**(Dates are inclusive of travel time)*

3. The following documents must be prepared and brought to the workshop:

- 3.1. E-Copy of Service Record
- 3.2. Payroll Files MASTFILE
- 3.3. FoxPro DEDFILE
- 3.4. Electronic Billing and Collection System
 - *Remittance File (EBF)
 - *Summary of Total (SOT)
 - *Exemption Report (Clarificatory Item, Unmatched)
- 3.5. Summary Due to GSIS General Journal per Month per Year (Accounting)
- 3.6. Unremitted based on monthly remittance (Exemption Report)
- 3.7. ERF uploaded and paid remittance
- 3.8. Summary of Total of all paid remittance
- 3.9. GSIS Data Set per year
- 3.10 Laptop
- 3.11 Extension Cord
- 3.12 Personal toiletries such as shampoo, conditioner and soap.

4. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.
5. Meals to be provided by GSIS throughout the workshops will only include: Breakfast, AM Snacks, Lunch and PM Snacks. Dinner will be charged to your respective local funds as per diem.
6. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.
7. Please confirm your attendance through the provided link on or before the specified deadlines, adhering strictly to your region's schedule. This will also be the basis for assigning rooms to participants.

Cluster	Regions	Deadline	Confirmation Link
1	NCR & IV-A	July 31, 2024	https://bit.ly/GSISL2R4AandNCR
2	I & CAR	August 14, 2024	https://bit.ly/GSISL2R1andCAR
3	IV-B & V	August 21, 2024	https://bit.ly/GSISL2R4Band5
4	II & III	August 28, 2024	https://bit.ly/GSISL2R2and3
5	VI & VIII	September 4, 2024	https://bit.ly/GSISL2R6and8
6	VII & IX	September 20, 2024	https://bit.ly/GSISL2R7and9
7	X and XI	September 30, 2024	https://bit.ly/GSISL2R10and11
8	XII & CARAGA	October 11, 2024	https://bit.ly/GSISL2R12andCARAGA

For inquiries, you may email/contact the Employee Account Management Division at fs.eamd@deped.gov.ph or telephone number (02) 8633-7248/ 8638-8640.

For immediate dissemination and compliance.

ACTIVITY/IES WITH DOWNLOADING	None														
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	<table border="1" data-bbox="505 343 1442 543"> <thead> <tr> <th data-bbox="505 343 870 413">Activity Code</th> <th data-bbox="870 343 1154 413">Name of Activity</th> <th data-bbox="1154 343 1442 413">Amount to be bumped-off</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 413 870 456">N/A</td> <td data-bbox="870 413 1154 456"></td> <td data-bbox="1154 413 1442 456">0.00</td> </tr> <tr> <td data-bbox="505 456 870 493"></td> <td data-bbox="870 456 1154 493"></td> <td data-bbox="1154 456 1442 493"></td> </tr> <tr> <td colspan="2" data-bbox="505 493 1154 543">Grand Total</td> <td data-bbox="1154 493 1442 543">₱ 0.00</td> </tr> </tbody> </table>			Activity Code	Name of Activity	Amount to be bumped-off	N/A		0.00				Grand Total		₱ 0.00
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FINANCIAL REQUIREMENTS	<p data-bbox="505 568 1133 605">Requirement for this transaction as follows:</p> <table border="1" data-bbox="505 632 1446 812"> <thead> <tr> <th data-bbox="505 632 805 675">Activity Code</th> <th data-bbox="805 632 1130 675">Amount in WFP</th> <th data-bbox="1130 632 1446 675">Amount Requested</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 675 805 742">AC-24-FS-EAMD-GASS-006</td> <td data-bbox="805 675 1130 742">₱ 8,599,220.00</td> <td data-bbox="1130 675 1446 742">₱ 605,440.00</td> </tr> <tr> <td data-bbox="505 742 805 779"></td> <td data-bbox="805 742 1130 779"></td> <td data-bbox="1130 742 1446 779"></td> </tr> <tr> <td colspan="2" data-bbox="505 779 1130 812">Grand Total</td> <td data-bbox="1130 779 1446 812">₱ 605,440.00</td> </tr> </tbody> </table> <ul data-bbox="505 849 1458 1405" style="list-style-type: none"> • <u>Venue and accommodation</u>, as well as meals, will be provided by the <u>GSIS Head Office</u>. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel. • <u>Meals provided by GSIS</u> will only include Breakfast, AM Snacks, Lunch and PM Snacks throughout the workshops. Dinner will be charged to their respective local funds as per diem. • <u>Travel expenses</u> for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd Regional and Schools Division Offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations. 			Activity Code	Amount in WFP	Amount Requested	AC-24-FS-EAMD-GASS-006	₱ 8,599,220.00	₱ 605,440.00				Grand Total		₱ 605,440.00
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SOURCE OF FUNDS	FY 2024 CO-GMS – FS-EAMD														

ADMINISTRATIVE ARRANGEMENTS	<p>This is to request authority for Ms. MARILOU L. GARCIA, Administrative Officer IV of EAMD, as the Special Disbursing Officer of the activity, to cash advance the amount of THIRTY-TWO THOUSAND PESOS ONLY (P32,000.00) to cover the contingencies/incidental expenses.</p> <table border="1" data-bbox="499 427 1433 1052"> <thead> <tr> <th>Activity Code</th> <th>Sub-Activities</th> <th>Pax</th> <th>Inclusive Dates</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td rowspan="3">AC-24-FS-EAMD-GASS-006</td> <td>Cluster 1</td> <td>100</td> <td>August 6-9, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td>Cluster 2</td> <td>66</td> <td>August 27-30, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td>Cluster 3</td> <td>62</td> <td>September 2-5, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 4</td> <td>80</td> <td>September 9-12, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 5</td> <td>90</td> <td>September 16-19, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 6</td> <td>78</td> <td>October 1-4, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 7</td> <td>72</td> <td>October 8-11, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> <tr> <td></td> <td>Cluster 8</td> <td>62</td> <td>October 21-24, 2024</td> <td>GSIS Head Office, Pasay City</td> </tr> </tbody> </table>	Activity Code	Sub-Activities	Pax	Inclusive Dates	Venue	AC-24-FS-EAMD-GASS-006	Cluster 1	100	August 6-9, 2024	GSIS Head Office, Pasay City	Cluster 2	66	August 27-30, 2024	GSIS Head Office, Pasay City	Cluster 3	62	September 2-5, 2024	GSIS Head Office, Pasay City		Cluster 4	80	September 9-12, 2024	GSIS Head Office, Pasay City		Cluster 5	90	September 16-19, 2024	GSIS Head Office, Pasay City		Cluster 6	78	October 1-4, 2024	GSIS Head Office, Pasay City		Cluster 7	72	October 8-11, 2024	GSIS Head Office, Pasay City		Cluster 8	62	October 21-24, 2024	GSIS Head Office, Pasay City
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All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.



ACTIVITY DESIGN

Activity Title:	Workshop on the Reconciliation Processes and Reports of GSIS Premium Deficiencies and Other Matters - Clusters 1-8 (2nd Leg)
Objectives:	<ul style="list-style-type: none"> o To gather the funding requirements to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide. o To achieve at least the 70% reconciliation of the total GSIS Premium deficiencies of DepEd personnel. o To submit updated reconciliation reports by region
Participant's Description:	<p>Each Regional Office Proper (ROP) is required to send four (4) participants only, designated as follows:</p> <ul style="list-style-type: none"> a. One (1) Agency Authorized Officer (AAO) b. One (1) ERF Handler or Consolidator of GSIS remittances c. One (1) Accountant or Bookkeeper overseeing GSIS remittances d. One (1) Chief Administrative Officer or RPSU Head <p>Each Schools Division Office (SDO) is required to send two (2) participants only, designated as follows:</p> <ul style="list-style-type: none"> a. One (1) AAO or Consolidator of GSIS Remittances b. One (1) ERF Handler or Accountant or Bookkeeper overseeing GSIS remittances
Team Management Team Position:	Please see attached sheet for the team composition
Source Person/Service Provider:	GSIS Executives, GSIS Branch Heads and Representatives

1

Expected Output:	Amount of funds to secure funding approval from the Department of Budget and Management (DBM) for the payment of reconciled premium deficiencies of affected DepEd personnel nationwide.																																													
Form:	Face-to-Face Workshop																																													
Times and Dates of Conduct:	<table border="1"> <thead> <tr> <th><u>Cluster</u></th> <th><u>Regions</u></th> <th><u>Pax</u></th> <th><u>Proposed Venues</u></th> <th><u>Proposed Dates</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reg. NCR & IV-A</td> <td>100</td> <td>GSIS Head Office, Pasay</td> <td>August 6-9, 2024</td> </tr> <tr> <td>2</td> <td>Reg. I & CAR</td> <td>66</td> <td>GSIS Head Office, Pasay</td> <td>August 27-30, 2024</td> </tr> <tr> <td>3</td> <td>Reg. IV-B & V</td> <td>62</td> <td>GSIS Head Office, Pasay</td> <td>Sept. 2-5, 2024</td> </tr> <tr> <td>4</td> <td>Reg. II & III</td> <td>80</td> <td>GSIS Head Office, Pasay</td> <td>Sept. 9-12, 2024</td> </tr> <tr> <td>5</td> <td>Reg. VI & VIII</td> <td>90</td> <td>GSIS Head Office, Pasay</td> <td>Sept. 16-19, 2024</td> </tr> <tr> <td>6</td> <td>Reg. VII & IX</td> <td>78</td> <td>GSIS Head Office, Pasay</td> <td>Oct. 1-4, 2024</td> </tr> <tr> <td>7</td> <td>Reg. X and XI</td> <td>72</td> <td>GSIS Head Office, Pasay</td> <td>Oct. 8-11, 2024</td> </tr> <tr> <td>8</td> <td>Reg. XII and CARAGA</td> <td>62</td> <td>GSIS Head Office, Pasay</td> <td>Oct. 21-24, 2024</td> </tr> </tbody> </table>	<u>Cluster</u>	<u>Regions</u>	<u>Pax</u>	<u>Proposed Venues</u>	<u>Proposed Dates</u>	1	Reg. NCR & IV-A	100	GSIS Head Office, Pasay	August 6-9, 2024	2	Reg. I & CAR	66	GSIS Head Office, Pasay	August 27-30, 2024	3	Reg. IV-B & V	62	GSIS Head Office, Pasay	Sept. 2-5, 2024	4	Reg. II & III	80	GSIS Head Office, Pasay	Sept. 9-12, 2024	5	Reg. VI & VIII	90	GSIS Head Office, Pasay	Sept. 16-19, 2024	6	Reg. VII & IX	78	GSIS Head Office, Pasay	Oct. 1-4, 2024	7	Reg. X and XI	72	GSIS Head Office, Pasay	Oct. 8-11, 2024	8	Reg. XII and CARAGA	62	GSIS Head Office, Pasay	Oct. 21-24, 2024
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Methodology:	Focus Group Discussions and Workshops																																													
Budgetary Requirements/ Other Resources Needed:	Direct Payment – Php 573,440 Cash Advance – Php 32,000 (Total Budget: Php 605,440)																																													

ct Management Composition Team

Name	Position	Role
ir. Ana Marie C. Calapit	Director IV, Finance Service	To lead the Secretariat
mer B. Enriquez	Supervising Administrative Officer, EAMD	To act as speaker/resource person
nathan Batenga	Administrative Officer V, Personnel Division	To act as speaker/resource person
cardo F. Clenuar	Administrative Officer II, Personnel Division	To act as Secretariat
oma Kristine M. Asuncion	Administrative Officer IV, EAMD	To act as Secretariat
arites D. Rea	Administrative Officer IV	To act as Secretariat
arilou L. Garcia	Administrative Officer IV	To act as Secretariat
vangeline S. Puno	Administrative Officer IV	To act as Secretariat
arietta Maria Luisa E. Subido	Administrative Officer II	To act as Secretariat
oma G. Marienda	Administrative Officer II	To act as Secretariat
ayson H. Monis	Administrative Officer II	To act as Secretariat
ristaner Paller	Technical Assistant II	To act as Secretariat
uane Kim De Jesus	Administrative Support II	To act as Secretariat
oreto Virgo	Administrative Officer II, Accounting Division	To act as Secretariat

Prepared by:

nmil
ma G. Marienda
 Administrative Officer II

Reviewed by:

[Signature]
Elmer B. Enriquez
 Supervising Administrative Officer
 Employee Account Management Division

Approved by:

[Signature]
Ana Marie C. Galapit
 Director IV
 Finance Service

**Workshops on the Reconciliation of Processes and Reports of the
GSIS Premium Deficiencies of DepEd Personnel and other Matters - Clusters 1 to 8**
Venue: 8th Floor of GSIS Head Office, Pasay City

PROGRAM OF ACTIVITIES			
DAY	TIME	ACTIVITIES	IN-CHARGE
DAY 0	DAY 0 (ARRIVAL OF PARTICIPANTS)		
	12:00 PM - 5:00 PM	Arrival & Registration of Participants and Setting up of Venue	Secretariat
DAY 1	DAY 1		
	8:00 AM - 8:30 AM	National Anthem	Secretariat
		Opening Prayer	GSIS Host
		Welcome Remarks	GSIS- PGM/EVP/SVP
		Message from DepEd	Director IV, BHROD and Director IV, Finance Service
	8:30 AM - 10:00 AM	GSIS Update: Reduction in Premium Receivables	GSIS Operations Group
	10:00 AM - 11:00 AM	Follow-ups/Updates on the Status of the GSIS Premium Deficiencies per DepEd Division Offices (Issues and Concerns)	Elmer B. Enriquez Officer-In-Charge, EAMD
	11:00 AM - 12:00 PM	Orientation on the Process of Conversion of Reconciled premium to Electronic Remittance File for Uploading to EBCS and Payment	Jonathan Batenga AO V, Personnel Division
	12:00 - 1:00 PM	LUNCH BREAK	
	1:00 PM - 5:00 PM	Workshop Proper: Group Reconciliation Process per Regions	Groupings per Region with GSIS Reconciliation Team
DAY 2	DAY 2		
	8:00 AM - 12:00 PM	Workshop Proper: Group Reconciliation Process per Regions	Groupings per Region with GSIS Reconciliation Team
	12:00 - 1:00 PM	LUNCH BREAK	
	1:00 - 3:00 PM	Workshop Proper: Group Reconciliation Process per Regions (Cont.)	Groupings per Region with GSIS Reconciliation Team
	3:00 PM - 5:00 PM	Reporting of Progress/Output and Submission of Consolidated Reports by Region	ALL PARTICIPANTS (represented by each SDOs)
DAY 3	DAY 3		
	8:30 - 12:00 P.M.	Reporting of Progress/Output and Submission of Consolidated Reports by Region (Cont.)	ALL PARTICIPANTS (represented by each SDOs)
	END OF WORKSHOP		



Republic of the Philippines
Department of Education

AR No : AR-2024-CO-03335

DATE : Jul 17, 2024

FOR : ANNALYN M. SEVILLA
Undersecretary For Finance

FROM : ELMER B. ENRIQUEZ
Officer-in-Charge, Employee Account Management Division

SUBJECT : WORKSHOPS ON THE RECONCILIATION OF PROCESSES AND REPORTS OF THE
GSIS PREMIUM DEFICIENCIES AND OTHER MATTERS " CLUSTERS 1 TO 8
(SECOND LEG)

NAME OF PROGRAM(S)/ PROJECT(S):

AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-24-FS-EAMD-GASS-00 4	Submitted Reports on G SIS Reconciled Premiums.	16

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-24-FS-EAMD-GASS-006	Workshop on the Reconciliation Processes and Reports of the GSIS Premium Deficiencies and other matters - Clusters 1-8.

ACTIVITY/IES WITH DOWNLOADING:

None	Not Applicable
------	----------------

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-24-FS-EAMD-GASS-00 6	Workshop on the Reconciliation Processes and Reports of the GSIS Premium Deficiencies and other matters - Clusters 1-8.	605,440.00
Grand Total:		605,440.00

SOURCE OF FUNDS:

GASS - 2024

ADMINISTRATIVE ARRANGEMENTS:

Requirement for this transaction as follows:

1. Venue and accommodation, as well as meals, will be provided by the GSIS Head Office. The venue will be on the 8th Floor of the GSIS Head Office in Pasay City, with accommodation at the GSIS hostel.

2. Meals provided by GSIS will only include Breakfast, AM Snacks, Lunch and PM Snacks throughout the workshops. Dinner will be charged to your respective local funds as per diem.

3. Travel expenses for DepEd Central Office secretariat and resource persons will be charged to FY 2024 CO-GMS-FS-EAMD. Travel expenses for DepEd regional and schools division offices' participants will be charged to their respective local funds, in accordance with standard accounting and auditing regulations.

Clusters	Regions	Dates
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This is to request authority for Ms. MARILOU L. GARCIA, Administrative Officer IV of EAMD, as the Special Disbursing Officer of the activity, to cash advance the amount of THIRTY-TWO THOUSAND PESOS ONLY (₱32,000.00) to cover the contingencies/incidental expenses.

ANNEXES:

1. Activity Design/Program of Activities
2. List of Participants
3. Detailed Budget Estimates
4. Certification from Clearing House, if needed in the activity
5. Accomplished Purchase Request (PR), if any
6. Legal instrument or any form of directives from person in authority
7. Portion of the approved WFP where activities are stipulated.

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.