



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division  
 Superintendent**

30 MAR 2022

DIVISION MEMORANDUM  
 No. 267, s. 2022

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

**TO** : Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors/District-In-Charge  
 All other concerned

1. The Department of Education (DepEd) through Memorandum OUF-2021-0384, emphasizes the need to speed up reconciliation G SIS premium contributions for GS and PS of DepEd Personnel, as well as records construction.

2. In view of this, the following compose the Division Technical Working Groups (TWG's), to wit:

Office/School	TWG	Oversight
<b>Deped Division of Negros Oriental</b>	Team Leader: <b>DR. MARCELO K. PALISPIS</b> Members: <b>1. Lani B. Yurong</b> <b>2. Ma. Jennifer Piodos</b> <b>3. Jian A. Diaz</b> <b>4. Ivy Ogabang</b> <b>5. Maria Estrellita Calidguid</b> <b>6. Remylin V. Gao-gao</b> <b>7. Elvira Diones - Elementary</b>  Secretariat: <b>Jenneliene Cadiente</b>	<b>SENEN PRISCILLO P. PAULIN CESO V</b>

Office/School	TWG	Oversight
<b>Negros Oriental High School</b>	Team Leader: <b>LUISITO R. DIVINAGRACIA</b>  Members: <b>1. Eric Retes</b> <b>2. Melanie Alam</b> <b>3. Joy Anne Ege</b> <b>4. Dianne Eve C. Omnos</b>  Secretariat: <b>Dafodel Calumpang</b>	<b>SENEN PRISCILLO P. PAULIN CESO V</b>



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**Schools Division OF NEGROS ORIENTAL**

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3. The Division TWGs 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 the 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 report, 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.

4. For information and guidance.

  
**SENEN PRISCILLO P. PAULIN CESO V**  
Schools Division Superintendent  
3/20/2022

  
SSP/MKP-JMA-NLR/OASDS-P/MKJ



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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

- 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.
- 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.
- 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 Schools  Secretariat : Administrative Unit or as designated by the SDS	Schools Division Superintendent (SDS)           <i>Mary Rose Villanueva</i> <i>Joy Ogabang</i> <i>Maria Estrellita Calidquid</i>  — Remylin Gaw-gaw — Elvira Diones - ES — Mary Ann Solomon - HS  — Jenn Caliente



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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)  - Eric Reyes / DUNS - Melanie Alam / Dawin - Joy Ege / Tambo HS - Dianne Omnor / Casiano Napitakit - Dappdel Calumpang / Ayungon HS

NONS  
 Luisito Divinigracia HS

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



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