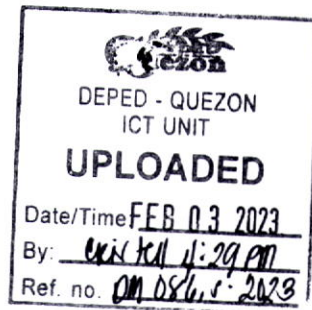




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 FEBRUARY 2023

DIVISION MEMORANDUM
DM No. 086, s. 2023

**PROCESS FLOW IN REQUESTING CERTIFICATION OF REMITTANCES
FOR GSIS/PAG-IBIG PREMIUMS AND LOANS**

To: Assistant Schools Division Superintendents
Division Chiefs and Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. With reference to the attached DepEd Region IV-A CALABARZON Regional Memorandum No. 48 s.2023 entitled "PROCESS FLOW IN REQUESTING CERTIFICATION OF REMITTANCES FOR GSIS/PAG-IBIG PREMIUMS AND LOANS", for information and guidance.
2. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Admam02/02/2023

DEPEDQUEZON-TM-SDS-04-009-003

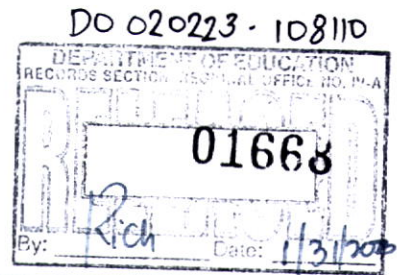


"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



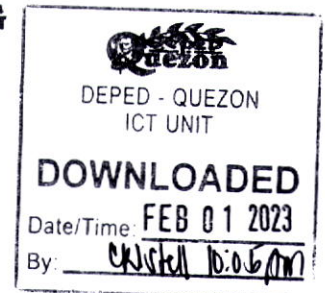
24 January 2023

Regional Memorandum


No.48 s.2023

**PROCESS FLOW IN REQUESTING CERTIFICATION
 OF REMITTANCES FOR GSIS/PAG-IBIG
 PREMIUMS AND LOANS**

To **Schools Division Superintendents
 Public School Heads
 All Others Concerned**



1. Attached hereto is a copy of Memorandum OUA-OUT-010423-008 dated 04 January 2023 signed by USec. KRISTIAN R. ABLAN, Undersecretary for Administration re Process Flow in Requesting Certification of Remittances for GSIS/PAG-IBIG Premiums and Loans, for information and guidance.
2. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

6



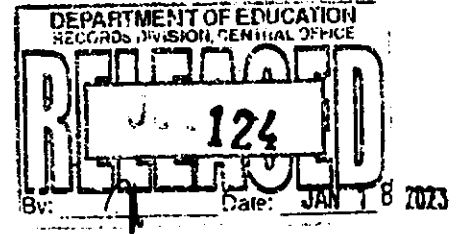
08/ps7



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



N-A



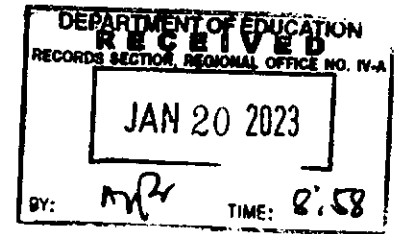
Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-010423-008

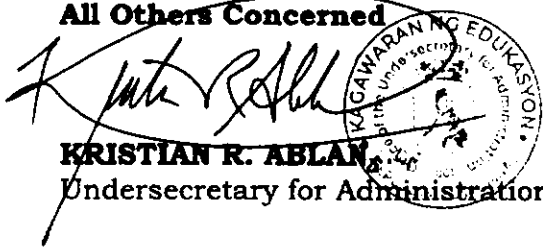
MEMORANDUM
04 January 2023

TO : **Regional Directors
Schools Division Superintendents
Public School Heads
All Others Concerned**

DNOI-2023-36



FROM : **KRISTIAN R. ABLAN**
Undersecretary for Administration



SUBJECT : **PROCESS FLOW IN REQUESTING CERTIFICATION OF
REMITTANCES FOR GSIS/PAG-IBIG PREMIUMS AND
LOANS**

In 2013, the Department of Budget and Management (DBM) approved the Department of Education (DepEd) Rationalization Plan, as enforced by DepEd Order No. 52, s. 2015 or the "New Organizational Structures of the Central, Regional, and Schools Division Offices of DepEd," which involves changes in the structure and staffing pattern of offices at the Central, Regional, and Division level. One of the changes was to rename the Finance and Management Service-Systems Division (FMS-Systems) to User Support Division (USD) and transfer it under the Information and Communications Technology Service (ICTS). **(Annex 1)**

Since its establishment, the FMS-Systems Division has been verifying the GSIS and Pag-IBIG premium and loan remittances of DepEd personnel whose payroll of salaries were processed and issued by the former FMS-Payroll Services Division classified as "**DepEd IBM-paid.**" This process led to the issuance of **Certification of Remittances** by the Finance Service.

Prior to the COVID-19 pandemic, this service was originally limited to walk-in clients only. However, due to the onset of the pandemic, the process was enhanced by USD through the issuance of "**Process Flow, the User Guide, and the Frequently Asked Questions**" (**Annexes 2, 3, and 4**). The enhancement ensures that certification requests are expeditiously processed and the requirement for clients to be physically present at the Central Office is eliminated.

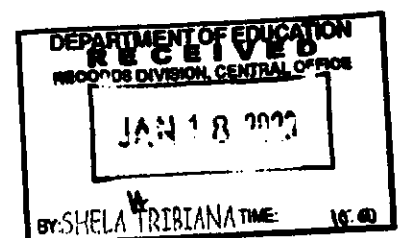
DepEd IBM-paid personnel may avail themselves of this service provided they were working from: (a) elementary and secondary schools in NCR; and (b) elementary schools in all other regions. Said DepEd personnel may file their request through

this Google Form link: bit.ly/DepEdRemittanceRequest. Once registered, the Finance Service—Accounting Division will send a **certification** to the email address provided in the form.

Please take note that the issuance of certification will only cover **DepEd IBM-paid** personnel from year 2000 until the roll-out of the payroll system to their respective Regional Payroll Service Units (**Annex 5**).

For queries and more information, please contact Ms. Sylvia Borja or Ms. Vicky Zapata of USD through landline number (02) 8633-7264 or email address at icts.usd@deped.gov.ph.

Thank you.





Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Excerpt from DepEd Order No. 52, s. 2015 Highlighting Transfer of Systems Division to USD

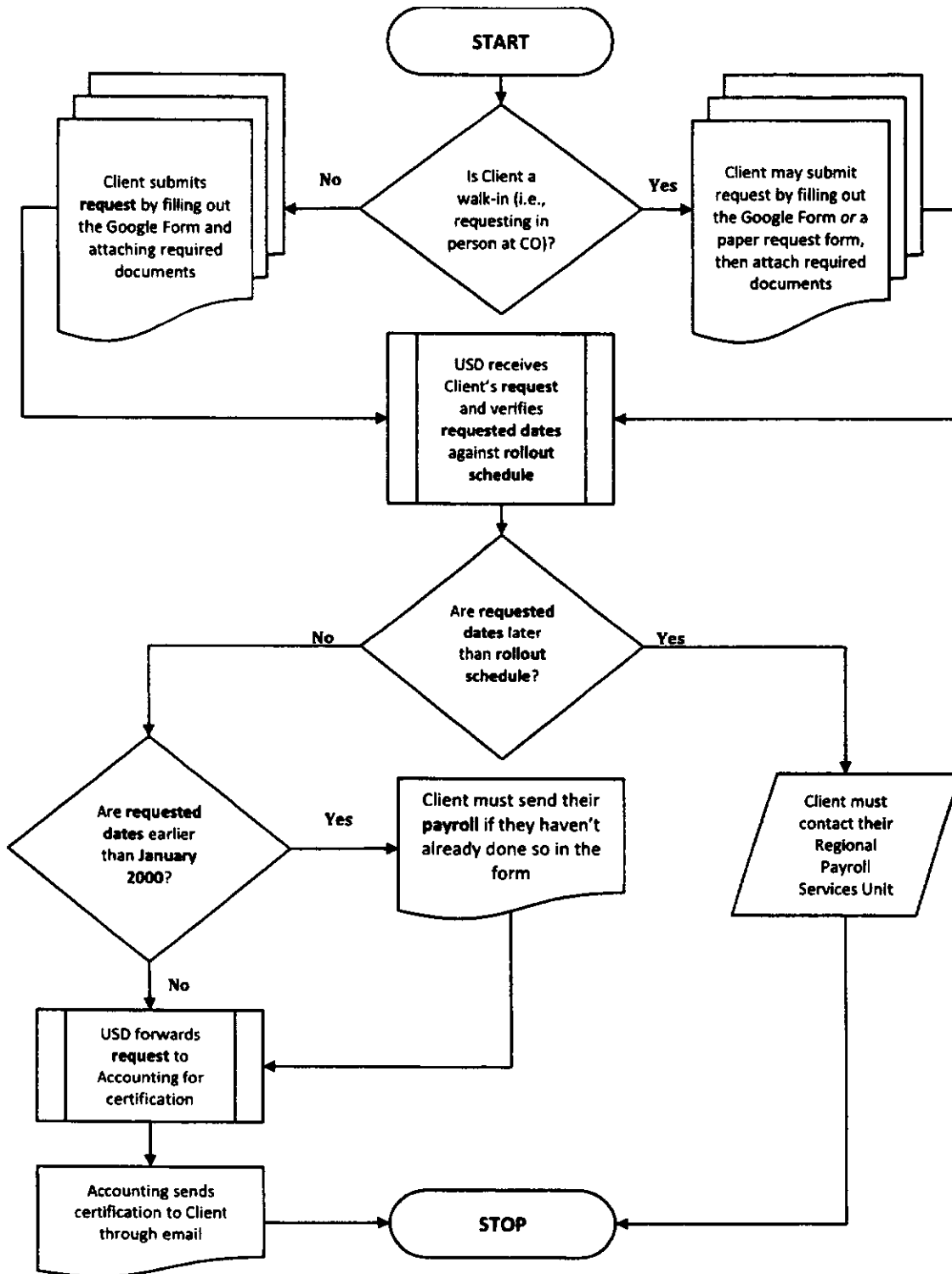
DEPARTMENT OF EDUCATION
 DBM-Approved Actions Taken on the Existing Offices

Central Office

CURRENT OFFICES (since 2006)	ACTION	RATIONALIZED/NEW OFFICES
Office of Planning Service (OPS)		Planning Service (PS)
Office of Planning Service - Office of the Service Chief <i>(with the rank of an Asst. Secretary)</i>	transferred	OSEC - Asst. Secretary for Governance and Operations
Planning and Programming Division	created	Office of the Director
Research and Statistics Division (RSD)	retained and renamed	Planning and Programming Division
RSD - Database Management Unit	renamed	Policy Research and Development Division
Project Development and Evaluation Division	elevated	Education Management Information System Division
Physical Facilities and School Engineering Division	transferred and renamed	Project Development Division under Project Management Services (PMS)
Technical Service (TS)	transferred and renamed	Education Facilities Division under Administrative Service
Office of the Service Chief	retained and renamed	Public Affairs Service (PAS)
Educational Information Division	consolidated	Office of the Director
Materials Production and Publication Division		Communications Division
Educational Audio-Visual Division		Publications Division
Special Office/s: OSEC-Communications Unit, De-Txt Action Center, Public Assistance Action Center		Information and Communications Technology (ICT) Service
	created	Office of the Director
	created	Solutions Development Division
FMS - Systems Division	created	Technology Infrastructure Division
Special Office/s: ICT Unit	transferred and renamed	User Support Division

Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Process Flow





Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

User Guide




Important Reminders

1. This service covers DepEd IBM-paid personnel requesting for the remittance list of their GSIS and/or Pag-IBIG premiums and/or loans from the year 2000 until the schedule of the payroll rollout to their respective Region/Division.
2. Personnel are highly encouraged to utilize the online facility as it saves time, effort, and money that would have been spent to travel to the Central Office to physically request for their certifications.
3. If dates requested are earlier than January 2000, clients are required to attach their payroll as a basis for verification.
4. If those dates are after the rollout schedule of the client's region/division, they must seek assistance from their Regional Payroll Services Unit (RPSU).

How to File a Request

1. Log on to bit.ly/DepEdRemittanceRequest to access the form.



Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

For other comments, suggestions, queries, and further information, contact us at the following:

User Support Division
Information and Communications Technology Service
Department of Education
Room 204-205, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

+63 2 8633 7264 | +63 2 8636 4878
icts.usd@deped.gov.ph

icts.usd@deped.gov.ph [Switch account](#) Draft saved

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

2. Scroll down and enter your email address in the Email textbox.
 - a. Your certification will be sent to this email address.

Email *

icts.usd@deped.gov.ph

3. Scroll down to read the **Read Me First** and **Privacy Statement** disclosures.

Read Me First

1. This service covers all DepEd personnel requesting for the remittance list of their GSIS and Pag-IBIG premiums and loans from the year 2000 until the schedule of the payroll rollout to their respective Region/Division.
2. Clients are discouraged from conducting in-person transactions relate to such requests or requesting other offices in the Central Office to route their request to ICTS-USD.
3. If dates requested are earlier than January 2000, clients are required to attach their payroll as a basis for verification.
4. If those dates are after the rollout schedule of the End User's region/division, clients must seek assistance from their Regional Payroll Services Unit (RPSU).

Privacy Statement

The Department of Education (DepEd) is bound by law under the *Data Privacy Act of 2012* (RA 10173).

By answering this form and selecting "Submit," you agree to the following:

- You express your consent for and authorize DepEd, through the Information and Communications Technology Service—User Support Division (ICTS-USD), to collect, process, and keep your personally identifiable information for lawful purposes related to the processing of your request.
- DepEd cannot disclose your personally identifiable information to any third parties without your explicit permission. It can, however, share said information with its bureaus/office/services and external agencies, affiliates, or partners to enable them to process your service request, to fulfill financial, logistic, and other contractual obligations, or to comply with law enforcement and legal processes.
- For analytics and other purposes, internal or external, that are not covered by the provisions stated above, DepEd is legally bound to anonymize and strip all personally identifiable information from data sets.

You certify that you have agreed to the above information and that you are well-informed of the purposes of this endeavor.

4. Agree to the disclosures and proceed to the form by selecting **Yes** and clicking **Next**.

Have you read these disclosures and agree to them? *

Your consent is required to proceed.

Yes

No

Next

Clear form

5. In the **Service Request** form, fill in the following information (required fields marked with *):
- a. Last name (*if married, provide your maiden last name and spouse's last name*)
 - b. First name
 - c. Middle name (*if married, provide your maiden middle name*)
 - d. Contact number (*preferably your mobile number*)
 - e. Alternate email (*to be used if there are errors encountered when sending to primary email*)

Service Request	
<p>Last Name * <small>If married, enter your maiden last name and your spouse's last name</small></p> <p>or Jesus Bonifacio</p>	<p>Contact Number * <small>Please fill in your mobile or landline number using this format (09901234567 or 0281234567). Omit spaces, parentheses, hyphens, or any other non-numeric characters.</small></p> <p>09201234567</p>
<p>First Name *</p> <p>Gregorio</p>	<p>Alternate Email * <small>We will use this to send your certification to if in case of errors while sending to your primary email.</small></p> <p>gmbonifacio@deped.gov.ph</p>
<p>Middle Name <small>If married, enter your maiden middle name</small></p> <p>Marcelo</p>	

- f. Employment details
 - i. Region, division code, and station code
 - ii. Employee number
- g. Type of certification requested (*can select more than one*)
- h. Details of request (*include covered dates and months requested, as well as specific loan*)
- i. Attachments (*optional; payroll required as stated*)

<p>Region *</p> <p>Region IV-A</p> <hr/> <p>Division Code <small>This can be seen in your payroll or pay slip. You may also contact your Region or Division for your Division Code.</small></p> <p>211</p> <hr/> <p>Station Code <small>This can be seen in your payroll or pay slip. You may also contact your Region or Division for your Station Code.</small></p> <p>221</p> <hr/> <p>Employee Number *</p> <p>9999999</p>	<p>Certification Requested * <small>You may select one or more options.</small></p> <p> <input checked="" type="checkbox"/> GSIS Premium <input checked="" type="checkbox"/> GSIS Loan <input type="checkbox"/> PAO-IBIG Premium <input type="checkbox"/> PAO-IBIG Loan </p> <hr/> <p>Details of Request * <small>Indicate covered dates and months requested. If GSIS Loan or PAO-IBIG Loan, indicate specific Loan.</small></p> <p>Enter your description here.</p> <hr/> <p>Attachment <small>Include details of your request (e.g., regular payroll, correspondence, etc.).</small></p> <p><small>You can upload up to 10 separate files (up to 10MB each) with the following file formats:</small></p> <ul style="list-style-type: none"> • Document (DOC, DOCX, XDOC, HTML, ODT, RTF, TXT, PDF) • Spreadsheet (XLS, XLSX, OASIS, ODS, CSV, TAB, TSV) • Image (JPG, PNG, GIF, PNO) <p>Add file</p>
<p>Certification Requested *</p>	

6. Once finished filling the form out, select **Submit** to send your responses for processing.

A copy of your responses will be emailed to the address you provided.

[Back](#)

[Submit](#)

[Clear form](#)

Never submit passwords through Google Forms.

7. Please expect to receive the scanned copy of your Certification of Remittances in your email inbox within at least three business days.
 - a. USD personnel may contact you by email for clarifications or additional requirements.
 - b. Requests with incomplete requirements will **NOT** be processed.
 - c. If you sent the request on a Friday or on weekends, please allot at least 3 additional business days to receive your certification.

Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Frequently Asked Questions (FAQs)

Who can request for certifications of remittances?

The following permanent teaching and non-teaching personnel of public schools can make the request:

- For NCR--both elementary and secondary school personnel
- For other region – elementary school personnel only

Who *cannot* request for certifications of remittances?

The following cannot be provided by this service:

- Personnel whose remittances covered dates when their school was an Implementing Unit
- Other regions except NCR--secondary school personnel

Can I request for records prior to 2000?

- The records stored with DepEd start from the year 2000 onwards.
- For requests covering periods earlier than January 2000, you are required to attach a certified true copy of your payroll.
- The payroll will be used as a basis to issue the certification.

Where can I get the certified copy of my payroll?

You can request the copy by contacting your school or your Schools Division Office.

Request for Certification of Remittances of GSIS/Pag-IBIG Premiums/Loans

Roll-Out Schedule of DepEd Employees' Payroll

Reg Cd	Div Cd	Division	Roll-out Date
1	065	Dagupan City	Oct. 2004
	117	San Carlos City	
	140	Laoag City	
	255	Urduyana City	
	024	La Union	Nov. 2004
	021	Ilocos Sur	Jan. 2005
	020	Ilocos Norte	Feb. 2005
	041	Pangasinan I	Mar. 2005
	129	Pangasinan II	Apr. 2005
2	006	Batanes	Apr. 2005
	125	Quirino	
	011	Cagayan	May 2005
	038	Nueva Vizcaya	
	023	Isabela	
3	042	Aurora	Jan. 2005
	103	Angeles City	
	115	Palayan City	
	119	Olongapo City	
	126	San Jose City	
	079	Cabanatuan City	
	005	Bataan	Feb. 2005
	050	Zambales	
	261	Balanga City	
	037	Nueva Ecija	Jul. 2005
	257	Gapan City	
	262	Sci. City of Muñoz	
	010	Bulacan	Aug. 2005
	049	Tarlac Province	
	259	Tarlac City	
	260	San Jose del Monte	
	263	Malolos City	
	040	Pampanga	Sep. 2005
	258	City of San Fernando	
4A	060	San Pablo City	Mar. 2009
	074	Lucena City	
	077	Lipa City	
	078	Tagaytay City	
	082	Cavite City	
	123	Batangas City	
	251	Antipolo City	
	252	Calamba City	
	233	Tanauan City	
	254	Trece Martires City	
	007	Batangas Prov. I	

Reg Cd	Div Cd	Division	Roll-out Date	
	016	Cavite Province		
	025	Laguna		
	043	Rizal		
	099	Quezon Province		
	127	Batangas Prov. II		
	286	Sta. Rosa City		
	076	Puerto Princesa City		Mar. 2008
	250	Calapan		
4B	028	Marinduque	Apr. 2009	
	030	Occidental Mindoro		
	031	Oriental Mindoro		
	039	Palawan		
	044	Romblon		
5	084	Naga City	May 2005	
	133	Legazpi City		
	135	Iriga City		
	137	Sorsogon City		
	256	Tabaco City	Jul. 2005	
	012	Camarines Norte		
	015	Catanduanes		
	046	Sorsogon Province	Aug. 2005	
	029	Masbate	Sep. 2005	
	003	Albay	Oct. 2005	
	265	Ligao City		
	013	Camarines Sur	Jun. 2006	
	6	116	La Carlota City	Sep. 2005
058		Silay City		
236		Kabankalan City		
080		Roxas City	Oct. 2005	
217		Sagay City		
141		Bago City		
067		San Carlos City		
113		Cadiz City	Jan. 2006	
055		Iloilo City		
053		Bacolod City		
131	Guimaras	Feb. 2006		
098	Aklan	Mar. 2006		
004	Antique			
6	014	Capiz	Apr. 2006	
	035	Negros Occidental	May 2006	
	022	Iloilo Province	Jun. 2006	
	017	Cebu Province	Sep. 2004	
7	054	Cebu City	Nov. 2004	
	075	Lapu-Lapu City		

Legend:

Reg Cd = Regional Code;

Div Cd = Division Code

Roll-Out Schedule of DepEd Employees' Payroll

Reg Cd	Div Cd	Division	Roll-out Date
	128	Mandaue City	Jan. 2005
	071	Toledo City	
	085	Dumaguete City	
	108	Siquijor	Feb. 2005
	036	Negros Oriental	Mar. 2005
	008	Bohol	Sep. 2002
8	027	Leyte	Nov. 2004
	095	Calbayog City	
	096	Ormoc City	
	097	Tacloban City	
	142	Biliran	
8	061	Southern Leyte	Jan. 2005
	064	Eastern Samar	Feb. 2005
	045	Northern Samar	Mar. 2005
9	063	Samar	Apr. 2005
	102	Dapitan City	Feb. 2005
	136	Pagadian City	
	143	Dipolog City	
	238	Isabela City	
	057	Zamboanga City	Apr. 2005
	144	Zamboanga Sibugay	May 2005
	052	Zamboanga del Sur	Jun. 2005
051	Zamboanga del Norte	May 2004	
10	118	Camiguin	Apr. 2005
	240	Oroquieta City	
	066	Cagayan de Oro City	
	073	Gingoog City	May 2005
	239	Malaybalay City	
	241	Tangub City	
	033	Misamis Oriental	Jul. 2005
	092	Ozamiz City	
	094	Iligan City	
	032	Misamis Occidental	Aug. 2005
	026	Lanao del Norte	
	009	Bukidnon	
11	087	Davao City	May 2004
	234	Panabo City	Aug. 2004
	244	Isl. Gar. City of Samal	
	245	Tagum City	
	249	Digos City	Sep. 2004
	019	Davao del Norte	Oct. 2004
	112	Davao Oriental	Nov. 2004
	145	Compostela Valley	
	111	Davao del Sur	
12	060	Cotabato City	Jan. 2005
	130	General Santos City	
	246	Kidapawan City	
	247	Koronadal City	

Reg Cd	Div Cd	Division	Roll-out Date
	100	Sarangani	Feb. 2005
	090	South Cotabato	Mar. 2005
	018	Sultan Kudarat	Apr. 2005
	088	North Cotabato	May 2005
	248	Tacurong City	
	CAR	081	Baguio City
CAR	109	Ifugao	Jan. 2005
	110	Kalinga	Feb. 2005
	121	Apayao	
	034	Benguet	Mar. 2005
	001	Abra	Apr. 2005
	070	Mountain Province	
RG	091	Butuan City	Oct. 2005
	114	Siargao	
	139	Surigao City	
	002	Agusan del Norte	Feb. 2006
	124	Agusan del Sur	
048	Surigao del Norte	Feb. 2008	
072	Surigao del Sur		
228	Valenzuela City		
230	Parañaque City		
233	Mandaluyong City		
234	Marikina City		
237	Malabon & Navotas	Aug. 2008	
264	Muntinlupa City		
056	Pasay City		
069	Quezon City		
089	Caloocan City		
120	Manila Primary		
227	Manila Intermediate		
229	Muntinlupa City		
231	Makati City		
232	Pasig & San Juan		
235	Las Piñas City	Jan. 2007	
NCR (Elem)	301		Pasay City
	302		Quezon City
	303		Caloocan City
	304		Manila
	305		Valenzuela City
	306		Taguig & Pateros
	307		Parañaque
	308		Makati City
	309		Pasig & San Juan
	310		Mandaluyong City
	311		Marikina City
	312		Malabon & Navotas
	313		Muntinlupa City
	314	Las Piñas City	

Legend:

Reg Cd = Regional Code;

Div Cd = Division Code