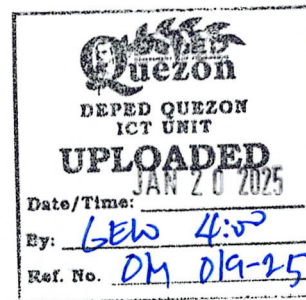




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



17 January 2025

OFFICE MEMORANDUM
 OM No. 019, s. 2025

AGENCY RECONCILIATION OF GSIS UNPAID PREMIUMS


To: Assistant Schools Division Superintendents
 Division Chiefs
 Section/Unit Head
 All Others Concerned

Attached is a letter from the Government Service Insurance System (GSIS Lucena Branch) dated January 15, 2025, this Office informs the key personnel handling GSIS remittances to attend on the continuation of **Agency Reconciliation of GSIS Unpaid Premiums** on **January 22-23, 2025**, 9:00 am-5:00 pm at GSIS Lucena Branch Office, Brgy. Isabang, Lucena City. The goal of this two-days hands on reconciliation is to reduce the outstanding amounts of the Agency's unpaid premiums and formulation of practical strategies to prevent accumulation of GSIS Premiums Deficiencies of DepEd Personnel.

The expected participants on the said activity are the following:

Name of Personnel	Designation
Maria Dolores D. Atienza	Agency Authorized Officer
Wennie O. Gaela	Alternate Agency Authorized Officer
Christine A. Alviso	ERF Handler (Elementary)
Yana Deneese G. Abcede	ERF Handler (Secondary)
Madonna R. Evangelista	ARA In-charge / Service Record In-charge (Secondary)
Leovigildo V. Gaela	Service Record In-Charge (Elementary)

Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

admcaa 01/17/2025
 DEPEDQUEZON-TM-SDS-04-010-005



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Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
LUCENA BRANCH OFFICE



January 15, 2025

DR. ROMMEL S. BAUTISTA
Schools Division Superintendent
DepEd Division of Quezon

Thru: **Ms. MARIA DOLORES D. ATIENZA**
Agency Authorized Officer
DepEd Division of Quezon

Dear **Dr. Bautista**:

The GSIS is closely monitoring the progress of the reconciliation of unpaid premiums of DepEd Division of Quezon, in line with your agency's commitment made during the 2nd Leg DEPED Cluster Workshop on the Reconciliation of GSIS Premium Deficiencies of DepEd Personnel held on August 6-9, 2024 at GSIS Pasay City. As agreed, resolving the unpaid premiums remains a priority, and we are eager to understand the current status of the efforts to reconcile and settle the unpaid accounts.

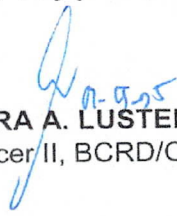
In this regard, we would like to invite your officers handling GSIS remittances and the personnel preparing the service records of your employees to a meeting and two-days hands-on reconciliation session on January 22-23, 2025, 9:00 AM at GSIS Lucena Branch Office, Brgy. Isabang, Lucena City.

The goal of this session will be to significantly reduce the outstanding amounts by the end of the year, ensuring that all accounts are either paid or reconciled. Furthermore, during this session, we will apply practical strategies aimed at not only resolving the current outstanding premiums but also preventing accumulation of unpaid premiums in the future. We believe that through collaboration and a shared commitment, we can achieve our goal of reducing your agency's unpaid premiums to a manageable level.

We are looking forward for your favorable response on this request.

Thank you.

Very truly yours,


MYRA A. LUSTERIO
Officer II, BCRD/OIC