



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

March 14, 2025

DIVISION MEMORANDUM  
No. 247 s.2025

**WORKSHOP FOR RO, SDO AND IU RECONCILIATION OF GSIS  
REMITTANCES FROM FY 2011 TO FY 2023**

TO: ARNEL A CALUBAG – Accountant III  
CHARISSE C. UDANG – Admin Assistant III  
KURT CELICA A. BACAS -Admin Assistant III  
This Division

1. You are hereby directed to attend the **Workshop for RO, SDO and IU Reconciliation of GSIS Remittances from FY 2011 to FY 2023** on March 17-19, 2025, at Cagayan de Oro City conducted by the Department of Education – Regional Office X.
2. This workshop aims to assist DepEd personnel in reconciling GSIS premium deficiencies and finalize the amount for payment to GSIS.
3. As participants to this activity are requested to bring the documents/data needed, laptop, extension cords, and Wi-Fi devices, to be used during workshop.
4. Venue and accommodation will be provided by the Regional Office while the travel expenses of participants shall be charged to their respective local funds, in accordance with the standard accounting and auditing regulations.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. For your information and compliance.

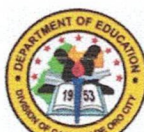
**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: Regional Memorandum No. 146, s. 2025

Reference: None

To be indicated in the Perpetual Index under the following subjects: **WORKSHOP FOR RO, SDO AND IU RECONCILIATION OF GSIS REMITTANCES FROM FY 2011 TO FY 2023**

DM-003-OSDS-FIN-ACCTG-(CCU)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142  
Email Address: [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)  
Website: <https://depedcdo.net/>

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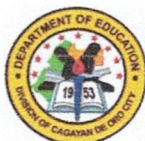
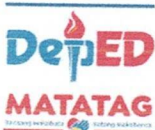
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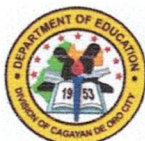
**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: Regional Memorandum No. 146, s. 2025

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February 27, 2025

REGIONAL MEMORANDUM  
No. 146, s. 2025

WORKSHOP FOR RO, SDO AND IU RECONCILIATION OF GSIS  
REMITTANCES FROM FY 2011 TO FY 2023

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Human Resource Management Officers  
Implementing Units  
All Others Concerned

1. The Department of Education- Regional Office X will conduct the Workshop for RO, SDO and IU Reconciliation of GSIS Remittances from FY 2011 to FY 2023, on **March 17-19, 2025**, at Cagayan de Oro City. Specific venue will be announced in a separate memorandum.

2. This workshop aims to assist DepEd personnel in reconciling GSIS premium deficiencies and finalize the amount for payment to GSIS.

3. Enclosed as Annex A is the breakdown of participants to this activity. With reference to DepEd Orders 43 & 46, s. 2022, all participants are expected to file the appropriate Authority to Travel form, to be recommended and approved to wit:

| Position                                                | Recommending Authority                           | Approving Authority                   |
|---------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| Division Chief and below in the Regional Office         | Assistant Regional Director (ARD)                | Regional Director (RD)                |
| Division Chief and below in the Schools Division Office | Assistant Schools Division Superintendent (ASDS) | Schools Division Superintendent (SDS) |

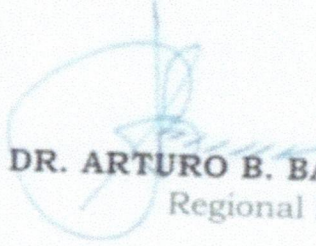
4. Participants to this activity are requested to bring the documents/data needed, laptop, extension cords, and Wi-Fi devices, to be used during workshop.

5. Venue and accommodation will be provided by the Regional Office while the travel expenses of participants shall be charged to their respective local funds, in accordance with the standard accounting and auditing regulations.

6. For inquiries or clarifications, please contact the Personnel Section at **0917-100-6931**.

7. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

8. This Office directs the immediate dissemination and strict compliance of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: Breakdown of Allocated Participants per Office/IU and Program of Activities  
To be indicated in the Perpetual Index  
under the following subject:

TRAININGS      TRAVEL

ASD-PS/amma-d

Enclosure No. 2 of Regional Memorandum No. 144, s. 2025

**WORKSHOP FOR RO, SDO AND IU RECONCILIATION OF GSIS  
REMITTANCES FROM FY 2011 TO FY 2023**

*Venue to be announced  
March 17-19, 2025*

**PROGRAM MATRIX**

|                                                                     |                                                                                                                |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Day 1: March 17, 2025</b>                                        |                                                                                                                |
| <b>Arrival of Participants and Registration (8:00 AM- 12:00 NN)</b> |                                                                                                                |
| <b>Preliminaries (1:00 AM – 1:30 PM)</b>                            |                                                                                                                |
| 1.1. Pambansang Awit                                                | <b>Audio-Video Presentation</b>                                                                                |
| 1.2. Prayer                                                         |                                                                                                                |
| 1.3. Presentation of Participants                                   | <b>Joy A. Azores</b><br><i>Administrative Officer IV, Personnel Section</i>                                    |
| 1.4. Opening Remarks                                                | <b>Atty. Shirley O. Chatto</b><br><i>Chief Administrative Officer<br/>Administrative Division</i>              |
| 1.5. Message                                                        | <b>Dr. Arturo B. Bayocot, CESO III</b><br><i>Regional Director</i>                                             |
| <b>Activity Proper (1:30 PM – 5:00 PM)</b>                          |                                                                                                                |
| Objectives of the Seminar-Workshop<br>House Rules                   | <b>Anna Mae M. Atillo-Dresser</b><br><i>Administrative Officer V, Personnel Section<br/>Regional Office 10</i> |
| Data and Status for Reconciliation                                  | <b>Representative from GSIS</b>                                                                                |
| 2:30 PM – 5:00 PM                                                   | <i>Workshop Proper</i>                                                                                         |
| <b>Day 2: March 18, 2025</b>                                        |                                                                                                                |
| 8:00 AM – 9:00 AM                                                   | Additional Instructions based on the<br>issues/clarification raised from Day 1                                 |
| 9:00 AM – 12:00 NN                                                  | <i>Workshop Proper</i>                                                                                         |
| 12:00 NN – 1:00 PM                                                  | Lunch Break                                                                                                    |
| 1:00 PM – 4:00 PM                                                   | <i>Workshop Proper</i>                                                                                         |
| 4:00 PM – 5:00 PM                                                   | Status Report by SDO/IU                                                                                        |
| <b>Day 3: March 19, 2025</b>                                        |                                                                                                                |
| 8:00 AM – 9:00 AM                                                   | Additional Instructions based on the<br>issues/clarification raised from Day 2                                 |
| 9:00 AM – 12:00 NN                                                  | <i>Workshop Proper</i>                                                                                         |
| 12:00 NN – 1:00 PM                                                  | Lunch Break                                                                                                    |
| 1:00 PM – 3:00 PM                                                   | <i>Finalization of Reports</i>                                                                                 |
| 3:00 PM – 4:00 PM                                                   | <i>Presentation of Outputs</i>                                                                                 |
| 4:00 PM – 5:00 PM                                                   | <i>Closing Program</i>                                                                                         |

**PARTICIPANTS FROM DEPED-REGION X**

|                                                           |   |
|-----------------------------------------------------------|---|
| <b>Schools Division of Bukidnon</b>                       | 5 |
| Bukidnon National School of Home Industries               | 2 |
| Manolo Fortich National High School                       | 2 |
| <b>Schools Division of Cagayan de Oro City</b>            | 3 |
| <b>Schools Division of Camiguin</b>                       | 3 |
| Camiguin National High School                             | 2 |
| <b>Schools Division of El Salvador City</b>               | 3 |
| <b>Schools Division of Gingoog City</b>                   | 3 |
| <b>Schools Division of Iligan City</b>                    | 3 |
| Aceto C. Badelles, Sr. Memorial High School (Tipanoy NHS) | 2 |
| Bunawan Agricultural High School                          | 2 |
| Bunawan National High School                              | 2 |
| Dalipuga National High School                             | 2 |
| Iligan City East National High School (Sta. Filomena)     | 2 |
| Iligan City National High School                          | 2 |
| Iligan City National School of Fisheries                  | 2 |
| Maria Cristina National High School                       | 2 |
| Rogongon Agricultural High School                         | 2 |
| Suarez National High School                               | 2 |
| Tomas Cabili National High School                         | 2 |
| Tubaran National High School                              | 2 |
| <b>Schools Division of Lanao del Norte</b>                | 3 |
| Baloi National High School                                | 2 |
| Kapatagan National High School                            | 2 |
| Lala National High School                                 | 2 |
| Lanao del Norte National Comprehensive High School        | 2 |
| Maigo National High School                                | 2 |
| <b>Schools Division of Malaybalay City</b>                | 3 |
| Bangcod National High School                              | 2 |
| Bukidnon National High School                             | 2 |
| Managok National High School                              | 2 |
| <b>Schools Division of Misamis Occidental</b>             | 3 |
| Aloran Trade High School                                  | 2 |
| Baliangao School of Fisheries                             | 2 |
| Clarín National High School                               | 2 |
| Looc National High School                                 | 2 |
| <b>Schools Division of Misamis Oriental</b>               | 3 |
| Alubijid National Comprehensive High School               | 2 |
| Initao National Comprehensive High School                 | 2 |
| Laguindingan National High School                         | 2 |
| Libertad National High School                             | 2 |
| Medina National Comprehensive High School                 | 2 |
| Misamis Oriental General Comprehensive High School        | 2 |
| Opol National Secondary Technical School                  | 2 |
| Salay National High School                                | 2 |
| Sugbongcozon National High School                         | 2 |
| <b>Schools Division of Oroquieta City</b>                 | 3 |
| Misamis Occidental National High School                   | 2 |
| <b>Schools Division of Ozamis City</b>                    | 3 |
| Labo National High School                                 | 2 |
| Ozamiz City National High School                          | 2 |
| Ozamiz City School of Arts and Trades                     | 2 |
| <b>Schools Division of Tangub City</b>                    | 3 |
| Tangub City National High School                          | 2 |
| <b>Schools Division of Valencia City</b>                  | 3 |
| Valencia National High School                             | 2 |
| <b>Regional Office</b>                                    | 4 |

**132**
**PARTICIPANTS FROM DEPED-REGION X**

|                       |           |
|-----------------------|-----------|
| CAGAYAN DE ORO BRANCH | 3         |
| DIPOLOG BRANCH        | 3         |
| ILIGAN BRANCH         | 3         |
| MALAYBALAY BRANCH     | 3         |
|                       | <b>12</b> |

|                      |            |
|----------------------|------------|
| DEPED X PARTICIPANTS | 132        |
| GSIS X PARTICIPANTS  | 12         |
| TWG/RESOURCE SPEAKER | 6          |
| <b>TOTAL PAX</b>     | <b>150</b> |