



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools Division Superintendent

Inter-Office Memorandum

No. 33

DATE : October 14, 2024

TO : Assistant Schools Division Superintendent
: Chief SGOD and CID
: Heads of Functional Sections/Units
: All Others Concerned

FROM : *Casiana P. Caberte*
: CASIANA P. CABERTE PhD, CESO VI
: OIC- Schools Division Superintendent

SUBJECT : **COMPOSITION OF CORE TEAM TO WORK WITH GSIS PREMIUM DEFICIENCIES RECONCILIATION**

1. In compliance to the recent GSIS Premium Deficiencies and other remittances of DepEd Bohol GSIS members, this Office constitutes the Core Team to facilitate the reconciliation processes to solve 100% remittance deficiencies before November 30, 2024 with following composition:

Core Team Leader : Dr. Fay A. Luarez – ASDS
Members : Mrs. Gabina F. Ladaran – Accountant III
: Mr. Fermin M. Albutra – Administrative Officer V
: Mrs. Nicanora Gretli S. Fostanes – Administrative Officer IV
: Mrs. Judith S. Apale – Administrative Officer IV
: Mr. Felipe B. Platino – AO II, Head DPSU

Technical Working Group:

Ritchie Anding	Maricel Plaza
Simon Bolasco Jr.	Hengie Lagrada
Jasmin Coloscos	Alvin Hontucan
May Bastes	Therma Digamon
Isabel Culpa	Marie Estela Buga
Julcy Delmae Atup	Jocelyn Taguisa
Mercedes Beniga	Mary Jean Araneta
Dorothy Tambis	Emelyn Bompat
Florly Saturinas	Celeste Bag-ao
Elina Vicoy	Gerry Sagayno

2. In this regard, all concerned personnel mentioned above are tasks to perform the reconciliation of the GSIS premium deficiencies amounting to almost 80M starting October 15, 2024 and shall be completed for reconciliation not later than November 30, 2024.
3. The activity aims to accomplish updated Service Records indicating inclusive date of Leave of Absence Without Pay (LAWOP) and GSIS Agency Remittance Advice (ARA) Form with a total of 16,316 DepEd Bohol personnel as per listing provided by GSIS Database System.
4. For Non-teaching personnel assigned in SDO who are recently promoted to Administrative Officer II who are handling the said report shall be held in abeyance in the deployment to their new station just to augment the needed workforce for the reconciliation purposes until the deficient records shall be fully reconciled.
5. For your information, guidance and compliance thereof.