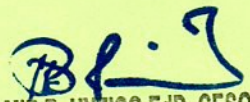




Republic of the Philippines
Department of Education
NEGROS ISLAND REGIO


RAMIR B. UYTICO EdD, CESO III
Regional Director

Regional Advisory No. 090 s. 2026
September 01, 2026

In compliance with DepEd Order (DO) 08, s.2013
this advisory was issued not for endorsement per DO 28, s.2001
but only for the information of DepEd NIR officials and personnel/staff.

**JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE: UNPAID PREMIUM
RECEIVABLES (PERSONAL SHARES) CLUSTER 3**

Attached is the Advisory on the Joint Cluster Workshop of DepEd and GSIS re: Unpaid Premium Receivables (Personal Shares) Cluster 3 dated August 26, 2026.

The activity will be held on September 1-3, 2026, at Iloilo Grand Hotel, Iznart St., City Proper, Iloilo City. It will start on September 2, 2026, Wednesday at exactly 8:00 AM.

For queries and concerns, coordinate with Ms. Gwyneth P. Salvador of Finance Service-Employee Account Management Division (FS-EAMD) via e-mail address: fs.eamd@deped.gov.ph.

AD/PS/JEM/REGIONAL ADVISORY-Joint cluster workshop of DepEd and GSIS re unpaid premium receivables (personal shares) clsuter 3



Address: Batinguel, Dumaguete City, 6200
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Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

ADVISORY

Cluster 3

August 26, 2026

Relative to the conduct of the **Joint Cluster Workshop of DepEd and GSIS re: Unpaid Premium Receivables (Personal Shares) Cluster 3**, please be informed of the following:

1. The above-mentioned activity will be held on **September 01-03, 2026 for Cluster 3**, at **Iloilo Grand Hotel, Iznart St., City Proper, Iloilo City**. The activity will start on September 02, 2026, Wednesday at exactly 8:00 AM.
2. Participants, as confirmed, shall have their respective room assignments.
3. **All Regions and Divisions are required to strictly comply with the submission of all documents necessary. Kindly upload the complete set of required documents through the following link or by scanning the QR code provided below:**



Link: <https://tinyurl.com/JCW3DocsSubmission>

Participants shall also bring accessible electronic/working copies of all required documents to the workshop, as this will be used during the reconciliation and validation activities.

Document/s

- Payroll Files MASTFILE for FY 2024 and 2025
- FY 2024 and 2025 GSIS Clarificatory Items
- FY 2024 and 2025 Summary of Employees (resigned/retired/LWOP)
- FY 2024 and 2025 Service Records (resigned/retired/LWOP) with discrepancies billing
- FY 2024 and 2025 Detailed General Ledger and Subsidiary Ledger for employee due to GSIS
- FY 2024 and 2025 Obligation Request and Status (ORS) for salaries
- UPR files for FY 2024 and 2025
- FAR No. 3 – Aging of Due and Demandable Obligations (FY 2025)

Equipment

- Laptop
- Extension Cord

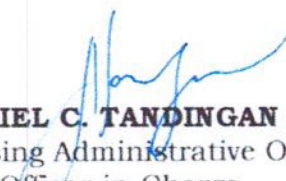


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EMPLOYEE ACCOUNT MANAGEMENT DIVISION

	September 01, 2026 Day 0	September 02, 2026 Day 1	September 03, 2026 Day 2
Meals			
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack		✓	
Dinner	✓	✓	

- All participants are requested to be in **smart casual attire** for the duration of the event.
- Participants with laptops are encouraged to bring their own power extension cord.
- All participants are encouraged to bring jackets/blazers.
- For questions or clarifications, please coordinate with **Ms. Gwyneth P. Salvador** of Finance Service – Employee Account Management Division (FS-EAMD) via e-mail address: **fs.eamd@deped.gov.ph**.

Please be guided accordingly.


ARIEL C. TANDINGAN
Supervising Administrative Officer
Officer-in-Charge
FS-Employee Account Management Division