



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUN 23 2026

REGIONAL MEMORANDUM

No. 666, s. 2026

To: Schools Division Superintendents
All Others Concerned

**DISSEMINATION OF OASF MEMORANDUM NO. 2026-950 RE:
PROCEDURAL GUIDELINES ON THE VALIDATION
OF GSIS SERVICE AND PREMIUM GAPS**

1. This Office, through the Finance Division, disseminates the attached OASF Memorandum No. 2026-950 dated April 14, 2026, entitled "**Procedural Guidelines on the Validation of GSIS Service and Premium Gaps**," which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Enclosure: OASF Memorandum No. 2026-950
Reference: OASF Memorandum No. 2026-950 dated April 14, 2026

SMYL/FD-RM/ DISSEMINATION OF OASF MEMORANDUM NO. 2026-450 RE: PROCEDURAL GUIDELINES ON THE VALIDATION OF GSIS SERVICE AND PREMIUM GAPS/JUNE 18, 2026



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

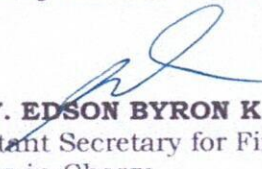
MEMORANDUM

OASF-2026- 450

April 14, 2026

TO : REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS

ATTENTION : *Chiefs of Finance And Administrative Divisions*

FROM : 
ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance

SUBJECT : **PROCEDURAL GUIDELINES ON THE VALIDATION OF SERVICE AND PREMIUM GAPS**

Pursuant to the GSIS-DepEd online meeting held on 17 March 2026, convened to address the slow progress of the ongoing DepEd premium reconciliation and data-cleansing project, which has reached only 5.07% completion after more than two months of implementation, indicating the need for immediate procedural clarification and reinforced implementation. (Please see attached Annex A)

All Regional Directors, Schools Division Superintendents, and Heads of Schools are hereby directed to ensure the immediate and wide dissemination of this Memorandum, exercise close supervision over its implementation, and ensure full compliance within their respective areas of jurisdiction.

Concerned offices shall submit a status report to the Finance Service – Employee Account Management Division (FS-EAMD) via email at **fs.eamd@deped.gov.ph** within fifteen (15) calendar days from receipt of this Memorandum, indicating progress, pending items, and issues encountered. The template may be accessed through the following link: **<https://tinyurl.com/nhuk4ash>**.

For further questions or clarifications, you may coordinate with the EAMD through Mr. Dan Michael Surban at **0975-814-1612** and Mr. Jefferson Yuson at **0991-386-3326**, or via email at **fs.eamd@deped.gov.ph**. You may also coordinate with GSIS Local Offices through the list of email addresses attached to this Memorandum.

PROCEDURAL GUIDELINES ON THE VALIDATION OF GSIS SERVICE AND PREMIUM GAPS

Per Memorandum OASF-2026-_____

April 14, 2026

This provides the procedural guidelines below, together with the attached sample format indicating the required information. For additional reference, these may be accessed through this link <https://tinyurl.com/4875dh2c>.

A. On Submission of Certificates

1. All Agency Authorized Officers (AAOs) shall submit duly signed Certificates identifying service gaps directly to the concerned GSIS Membership Department, with a copy furnished to fs.eamd@deped.gov.ph for updating.
2. Certificates previously submitted to the DepEd Central Office shall be resubmitted by the AAOs to the concerned GSIS Membership Department.

B. On Validation of Premium Gaps

1. Validated premium gaps, where the member was determined to be not in government service during the covered period, shall be reflected in the Certificate with the appropriate remark ("FOR TAGGING – RSG / RET / TERM"), as applicable.
2. Validated premium gaps of employees confirmed to be in active government service during the covered period shall be excluded from the Certificate and shall be included in the subsequent MOA posting.
3. Service gaps that cannot be validated due to the absence of supporting documents shall be requested for RSG / RET / TERM tagging, effective the month immediately following the last monthly premium remittance.

Should the concerned member later be confirmed to have been in government service during the affected period, the period of service may still be updated, subject to the submission of the required supporting documents and the corresponding premium remittances, in accordance with existing GSIS and DepEd policies.



Republic of the Philippines
Department of Education

STATUS REPORT

This is to report the status of all School Division Offices under our jurisdiction with regard to the submission of validated service premium gaps to the Government Service Insurance System.

NAME OF SDO	STATUS OF VALIDATION	NUMBER OF PENDING ITEMS FOR VALIDATION	ISSUES CONCERNING THE VALIDATION	REMARKS

This report is issued for submission to the Office of the Undersecretary for Finance for compliance monitoring purposes in relation to the DepEd reconciliation of premium gaps involving the Government Service Insurance System.

Issued this ___ day of ___ 2026

NAME

Designation

Noted by:

NAME

Designation

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