



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

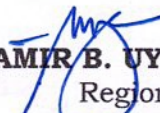
No. 819, s. 2026

AUG 04 2026

To: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

**JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE: UNPAID PREMIUM
RECEIVABLES (PERSONAL SHARES) CLUSTER 1-4)**

1. Attached is **OUF Memorandum No. 2026-1778** dated **July 29, 2026**, issued by **ATTY. EDSON BYRON K. SY**, Undersecretary for Finance, regarding the Joint Cluster Workshop of DepEd and GSIS Re: Unpaid Premium Receivables (Personal Shares) Cluster 1-4.
2. The workshop aims to update participants on the status of GSIS Unpaid Premium Receivables (UPRs), orient concerned personnel on the streamlined processes for validation, documentation, and settlement, and introduce monitoring and reporting tools to facilitate the reconciliation and tracking of UPRs at the Regional and Schools Division Offices.
3. For Region Negros Island (NIR), the Cluster 3 Workshop shall be conducted in **Iloilo City** from **September 1 to 3, 2026**. Each office shall ensure the participation of the following personnel:
 - **Regional Office:** One (1) Accountant, One (1) Budget Officer, and One (1) Electronic Remittance File (ERF) Handler; and
 - **Schools Division Office:** One (1) Accountant and One (1) Electronic Remittance File (ERF) Handler.
4. Concerned offices shall register their official participants through the appropriate registration link and ensure compliance with the documentary and other requirements specified in the attached Memorandum.
5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


RAMIR B. UYTICO EdD, CESO III
Regional Director

SMYL/FD-RM/ JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE: UNPAID PREMIUM RECEIVABLES (PERSONAL SHARES) CLUSTER 1-4/AUG.3, 2026



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CLUSTER 3 REGIONS - JOINT
CLUSTER WORKSHOP OF DEPED
AND GSIS RE: UPRs (PERSONAL



**CLUSTER 3 DIVISIONS - JOINT
CLUSTER WORKSHOP OF DEPED
AND GSIS RE: UPRs (PERSONAL**





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

MEMORANDUM

OUF-2026-1776

July 29, 2026

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **REGIONAL ACCOUNTANTS**
REGIONAL BUDGET OFFICERS
REGIONAL ELECTRONIC REMITTANCE FILE (ERF) HANDLERS
DIVISION ACCOUNTANTS
DIVISION ELECTRONIC REMITTANCE FILE (ERF) HANDLERS
ALL OTHERS CONCERNED

FROM : **ATTY. EDSON BYRON K. SY**
Undersecretary for Finance

SUBJECT : **JOINT CLUSTER WORKSHOP OF DEPED AND GSIS RE: UNPAID
PREMIUM RECEIVABLES (PERSONAL SHARES) CLUSTER 1-4**

The Department of Education (DepEd) and the Government Service Insurance System (GSIS) have continuously worked together to address issues relating to Unpaid Premium Receivables (UPRs), particularly those arising from premium contributions that have been deducted from the salaries of DepEd personnel but remain unpaid, subject to reconciliation in GSIS records. This concern directly affects the proper accounting of both the Personal Share (PS) of DepEd personnel and the corresponding Government Share (GS), and resulted in discrepancies in members' premium records.

In view of this, the GSIS, in coordination with the DepEd, will be conducting a Joint Cluster Workshop on the Unpaid Premium Receivables. The workshop is likewise designed to actively engage DepEd Accountants in resolving outstanding premium receivables, equip them with streamlined processes for consistent compliance, and introduce monitoring and reportorial tools that will allow offices to track the status of unpaid receivables at the division and regional levels.

The main objectives of this workshop are to address the following:

1. To present the latest status and updates on GSIS Unpaid Premium Receivables (UPRs);
2. To orient and provide DepEd Accountants and concerned personnel on the streamlined process for validation, documentation, and settlement; and
3. To provide monitoring and reportorial tools in determining the status of UPRs per Schools Division Offices (SDOs) and Regional Offices (ROs).

This event will be conducted in four cluster sessions:

CLUSTER	VENUE	DATE
Cluster 1 (Regions I, II, III, CAR)	GSIS Pasay	August 23 to 25, 2026
Cluster 2 (Regions IV-A, IV-B, V, NCR)	GSIS Pasay	August 26 to 28, 2026
Cluster 3 (Regions VI, VII, VIII, NIR)	Iloilo City*	September 01 to 03, 2026
Cluster 4 (Regions IX, X, XI, XII, XIII)	Davao City*	September 07 to 09, 2026

*Specific venue to be determined by the DepEd

Please be guided by the following important details:

	Day 0	Day 1	Day 2
Accommodation			
Check-in	2:00 PM		
Check-out			12:00 PM
Meals			
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack		✓	
Dinner	✓	✓	

All ROs and SDOs are requested to ensure the participation of the following personnel in the applicable cluster session:

Regional Offices	Division Offices
One (1) Accountant One (1) Budget Officer One (1) Electronic Remittance File (ERF) handler	One (1) Accountant One (1) Electronic Remittance File (ERF) handler

All ROs and SDOs shall register their official participants through the appropriate registration link indicated below:

CLUSTER 1	Regions I, II, III, CAR
RO Link	https://forms.cloud.microsoft/r/rwGLPm98tt
SDO Link	https://forms.cloud.microsoft/r/QR868E11Ts

CLUSTER 2	Regions IV-A, IV-B, V, NCR
RO Link	https://forms.cloud.microsoft/r/d1781ZpcFg
SDO Link	https://forms.cloud.microsoft/r/ZUTJRw0iaR

CLUSTER 3	Regions VI, VII, VIII, NIR
RO Link	https://forms.cloud.microsoft/r/PHsU1HUdha
SDO Link	https://forms.cloud.microsoft/r/3pUc2sMsRE

CLUSTER 4	Regions IX, X, XI, XII, XIII(CARAGA)
RO Link	https://forms.cloud.microsoft/r/QFL5S1ywka
SDO Link	https://forms.cloud.microsoft/r/cLdhWQQeEt

Each office shall ensure that the only the designated participants are registered under the appropriate cluster and office category. The information submitted through the registration links shall serve as the official basis for confirming attendance and facilitating the necessary administrative arrangements.

The participants shall also bring the following documents and equipment to support validation and processing during the workshop:

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/s
• Laptop • Extension Cord

Travel expenses of the participants shall be charged against their respective local funds of the ROs and SDOs, subject to existing budgeting, accounting and auditing rules and regulations. GSIS shall shoulder the venue, meals, board and lodging for the Cluster 1 and 2.

Further details on registration, confirmation of participants, and other administrative arrangements shall be provided through a separate advisory. For inquiries, please contact **Mr. Natan A. Valencia** of FS-Employee Account Management Division (FS-EAMD) at fs.eamd@deped.gov.ph.

For guidance and compliance.