



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



**Division Memorandum**

No. 341, s. 2021

TO: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
CHIEF EDUCATION SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS/PRINCIPALS-IN-CHARGE OF THE DISTRICTS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

FROM: **MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

SUBJECT: **Creation of Technical Working Groups (TWGs) for the Management and Reconciliation of Department of Education's GSIS Alleged Premium Deficiencies**

DATE: July 2, 2021

1. Pursuant to Memorandum OUF-2021-0384 dated June 3, 2021 otherwise known as **Creation of Technical Working Groups (TWGs) for the Management and Reconciliation of Department of Education's GSIS Alleged Premium Deficiencies**, this office hereby creates and designates the SDO-TWG for this purpose:

| <b>TWG Composition</b>   | <b>Oversight</b>  |
|--|---|
| Team Leader:<br><b>MA. JUDELYN J. RAMOS, CESE</b><br>OIC-ASDS                              | <b>MA. LIZA R. TABILON EdD, CESO V</b><br>Schools Division Superintendent |
| Members:<br><br><b>HELEN E. TANGON, AO V</b><br>Head of Admin. Office and General Services |   |
| <b>ARVIE A. OMPOY, CPA</b><br>Accountant III   |   |
| <b>MARYLYNNE B. BAYRON, AO IV</b><br>Head of Personnel Section                             |   |





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| <b>ARNEL MASION, AO IV</b><br>Designated AAO<br><br><b>JAYLYN A. BAGALANON, ADAS II</b><br>Designated ERF Handler<br><br><b>JULIUS BELAGANTOL</b><br>Information Technology Officer I<br><br><b>ALL SCHOOL HEADS OF NON-IU SCHOOLS</b><br><br>Secretariat:<br><br><b>SHAMA GRACE B. VELASCO, ADAS VI</b> |  |
|--|--|

2. The Implementing Units-Secondary Schools (IU-SS) are likewise required to create their TWG which shall be composed of:

| Technical Working Group  | Oversight          |
|--|--------------------|
| Team Leader:<br><b>Assistant to the Principal or equivalent</b><br><br>Members:<br>1. School Administrative Officer or equivalent<br>2. School Accountant or Bookkeeper<br>3. Designated AAO<br>4. Designated ERF Handler<br><br>Secretariat: As designated by the School Head | <b>School Head</b> |

3. The names of the TWG members (see attachment for the template) are to be submitted on or before July 9, 2021 to this link: <https://bit.ly/GSISTWG>. Please use this format in naming the file: name of school\_GSISTWG (in MSWord, softcopy only).

4. The TWGs to be organized shall perform the following responsibilities in their respective areas of jurisdictions:

a. Secure list of DepEd personnel whose GSIS premium contributions are subject for reconciliation, for validation/confirmation/appropriate action. The Employee Accounts Management Division (EAMD) shall be responsible for disseminating the CO and regionwide lists.



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- b. Based on the list provided by the GSIS through the EAMD, determine the names of DepEd personnel who are active and inactive as of December 2019.
  - c. Coordinate with counterpart GSIS office or branch as well as the concerned DepEd personnel, the reconciliation of DepEd's GSIS Premium Deficiencies, both for GS and PS;
  - d. Review and prepare nation-wide/schools division-wide consolidation of all GSIS records reconciled. For IU-SS reports, these shall be submitted to the Schools Division Administrative Unit, for school's division-wide consolidation; and
  - e. Provide regular reports to oversight officials as consolidated by central/region/schools division, incorporating therein inputs/solutions on how to minimize or eliminate future premium deficiencies.
5. The Schools Division Superintendent and Secondary School Heads of Implementing Units-Secondary Schools (IU-SS) as oversight officials shall guide and ensure compliance with the above responsibilities of the TWGs as well as the submission of reports to DepEd CO for nationwide consolidation, collaboration/negotiation with the GSIS Main Office.
6. The Information Technology Officer in the SDO and IU-SS shall be responsible in providing necessary assistance with regard to computer-related matters in the conduct of the TWGs reconciliation.
7. For information, guidance and compliance.







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*Attachment*

Technical Working Groups (TWGs) for the Management and Reconciliation of Department of Education's GSIS Alleged Premium Deficiencies

| <b>SCHOOL:</b>  |              |  |
|---|--------------|--|
| Oversight: (School Principal)                           |              |  |
| <b>TWG Composition</b>                                  | <b>Names</b> | <b>DepEd Email Address of Office Focal/Secretariat</b> |
| Team Leader: (Assistant to the Principal or equivalent) |              |  |
| Members:  |              |  |
| 1. School Administrative Officer or equivalent          |              |  |
| 2. School Accountant or Bookkeeper                      |              |  |
| 3. Designated AAO                                       |              |  |
| 4. Designated ERF Handler                               |              |  |
| Secretariat:<br>As designated by the School Head        |              |  |