



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay  
Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com Official website: www.depedmalaybalay.net



2013 CH-1033  
DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 4/2/13 Time: 11:27AM  
By: \_\_\_\_\_

April 2, 2013

**DIVISION MEMORANDUM**

No. 92 s. 2013

**COMPLIANCE OF UNNUMBERED MEMO DATED FEBRUARY 12, 2013**

(Reconciliation/Maintenance of DepEd Members' Records in the GSIS Database)

TO : Education Program Supervisors-Designate and Division Coordinators-Designate  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
Section Heads and Staff  
Novem A. Sescon, HRMO I

1. In consonance to the enclosed Unnumbered Memorandum dated February 12, 2013 from Undersecretary of Finance and Administration Francisco M. Varela of the Department of Education, this Office is hereby directed to observe the reconciliation/maintenance of DepEd members' records in the GSIS database effective immediately.
2. Basically, the afore-cited directive ensure updatedness of the membership records of DepEd members in the GSIS database thereby minimizing, if not eliminating, any and all causes of reconciliation items affecting the accuracy of their records therein and the DepEd members' transactions with GSIS, **effective immediately.**
3. In view hereof, this Office thru Mrs. Novem A. Sescon, HRMO I (for Division Office), and personnel-in-charge of BNHS (Implementing Unit) is hereby directed to implement the provisions stated in the afore-cited unnumbered Memo, to wit:
  - 1) **Personnel Officers** concerned of DepEd Units shall submit **monthly Personnel Action Reports (PAR) using the attached prescribed forms** to the **Administrative Coordinators (AC) in the Office of the Director, Administrative Service, DepEd Central Office.** The PARs in **excel format** shall be submitted to the assigned ACs via e-mail, as follows:

Report	Description	Coverage
New Hires	Original appointments/ Reappointments	Permanent/Temporary/ Substitute/Casual/Conf idential/ Co- Terminus/Contractual



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		(with employee-employer relationship)
Transferees	Transfer to another DepEd Unit or another Non-DepEd Office	Same
Separation	Retirement/Resignation/ Permanent Total Disability/Death/Drop from the Rolls/Contract Termination	Same
Personal and Service Data Changes	Marriage/Date of Birth/Correction of Name/Gender/Residence Address/Contact No./Status of Appointment/Position	Same
Salary Adjustments	Due to Promotion, step-increment or general salary increase	Same

The **monthly PARs** shall be due for submission not later than the 5<sup>th</sup> working day of every month to cover movements for the immediately preceding month.

- 2) The PARs shall be duly certified correct by the Personnel Officer of the DepEd Units concerned. For this purpose, DepEd Units refers to the: Regional Office, Division Offices, Implementing Schools (with fiscal autonomy), and the Personnel Division in the Central Office.
- 3) Timely and accurate submission of the required PARs is necessary. In order to ensure sustained compliance, ACs under the supervision of **Director ROBERT M. AGUSTIN**, Administrative Service, DepEd Central Office, are herein designated to act as monitors and facilitators in the collection of the Reports from DepEd Units concerned and transmittal thereof to GSIS Central Office.
- 4) For facility of compliance, hereunder is the AC assigned in the DepEd Units, among others:

Location of DepEd Units	Assigned Administrative Coordinator	E-Mail Address	Landline No./ Mobile No.
CARAGA, Region IX, X, XI, XII	Leslie Rose S. Lontok	Leslieroselontok040474@gmail.com	6337223 6374213 09063632070

- 5) The ACs shall submit monthly monitoring and compliance report to **Director ROBERT M. AGUSTIN**, Administrative Service, DepEd Central Office, who, in turn shall forward a copy thereof to the Office of the Undersecretary, Finance and Administration, for his information.
- 6) Proper coordination with the GSIS Central Office shall be made by **Director ROBERT M. AGUSTIN** for the reconciliation issues with the objective of resolving the discrepancies in the membership and



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compulsory premium records of DepEd members in the GSIS database.

3. For immediate dissemination and strict compliance by all concerned.

**EDILBERTO L. OPLENARIA**  
OIC, Schools Division Superintendent

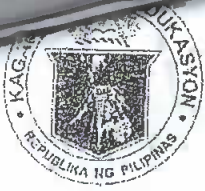
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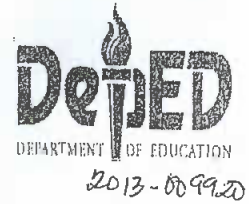
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Records Section

To be posted in the Division Website



REPUBLIKA NG PILIPINAS  
**REPUBLIC OF THE PHILIPPINES**  
 KAGAWARAN NG EDUKASYON  
**DEPARTMENT OF EDUCATION**  
 DepEd Complex, Meralco Avenue, Pasig City



February 12, 2013

**MEMORANDUM**

**TO :** Regional Directors  
 Schools Division Superintendents  
 Heads of Implementing Schools  
 Officer-in-Charge, Personnel Division, DepEd Central Office

**FROM :** *F. Varela*  
 Undersecretary FRANCISCO M. VARELA  
 Finance and Administration

DepEd - X  
 Casuarina de Cebu City  
 MAR 15 2013  
 RE

**SUBJECT :** Reconciliation / Maintenance of DepEd Members' Records in the GSIS Database

In order to ensure updatedness of the membership records of DepEd members in the GSIS database thereby minimizing, if not eliminating, any and all causes of reconciliation items affecting the accuracy of their records therein and the DepEd members' transactions with GSIS, effective immediately, the following shall be implemented:

1. Personnel Officers concerned of DepEd Units shall submit monthly Personnel Action Reports (PAR) using the attached prescribed forms to the respective Administrative Coordinators (AC) in the Office of the Director, Administrative Service, DepEd Central Office. The PARs in excel format shall be submitted to the assigned ACs via e-mail, as follows:

Report	Description	Coverage
New Hires	Original appointments / Reappointments	Permanent/Temporary/Substitute/ Casual/ Confidential / Co-Terminus/ Contractual(with employee - employer relationship)
Transferees	Transfer to another DepEd Unit or another Non-DepEd office	Same
Separation	Retirement / Resignation / Permanent Total Disability / Death / Drop from the Rolls/ Contract Termination	Same
Personal and Service Data Changes	Marriage / Date of Birth / Correction of Name / Gender / Residence Address/ Contact No. / Status of Appointment / Position	Same
Salary Adjustments	Due to Promotion, step-increment or general salary increase	Same

The monthly PARs shall be due for submission not later than the 5<sup>th</sup> working day of every month to cover movements for the immediately preceding month.

2. The PARs shall be duly certified correct by the Personnel Officer of the DepEd Units concerned. For this purpose, **DepEd Units** refers to the: Regional Offices, Division Offices, Implementing Schools (with fiscal autonomy), and the Personnel Division in the Central Office.
3. Timely and accurate submission of the required PARs is necessary. In order to ensure sustained compliance, ACs under the supervision of **Director ROBERT M. AGUSTIN**, Administrative Service, DepEd Central Office, are herein designated to act as monitors and facilitators in the collection of the Reports from DepEd Units concerned and transmittal thereof to GSIS Central Office.
4. For facility of compliance, hereunder is the distribution of the ACs and their respective assignments as to DepEd Units:

Location of DepEd Units	Assigned Administrative Coordinator	E-Mail Address	Landline No. / Mobile No.
NCR& Personnel Division (OSEC, CO)	Ron Mark T. Flores	ronmarkflores14@gmail.com	6337223 6374213 09434728365
CAR, Region I, II, III, IV-A, IV-B, V	Maria Sheilla M. Abad	mariasheillaabad@gmail.com	6337223 6374213 09215473659
Region VI, VII, VIII	Marjorie Grace D. Plata	mggplata78@gmail.com	6337223 6374213 09175807348
CARAGA, Region IX, X, XI, XII	Leslie Rose S. Lontok	leslieroselontok040474@gmail.com	6337223 6374213 09063632070

5. The ACs shall submit monthly monitoring and compliance report to **Director ROBERT M. AGUSTIN**, Administrative Service, DepEd Central Office, who, in turn, shall forward copy thereof to the Office of the Undersecretary, Finance and Administration, for his information.
6. Proper coordination with the GSIS Central Office shall be made by **Director ROBERT M. AGUSTIN** for the reconciliation issues with the objective of resolving the discrepancies in the membership and compulsory premium records of DepEd members in the GSIS database.

For immediate dissemination and strict compliance by all concerned.

DepEd Unit: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Name of Personnel Officer or Certifying Officer: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Contact No. \_\_\_\_\_

**REPORT ON SEPARATED DepEd MEMBERS**

Member GSIS Business Partner Number	Last Name	First Name	Suffix	MI	Reason for Separation <sup>1</sup>	Effectivity Date

<sup>1</sup> Reason: please specify whether resigned / retired / deceased / dismissed / laid-off / end of term / end of contract / dropped from the rolls / suspended / on Leave without pay, etc.

DepEd Unit: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Name of Personnel Officer or Certifying Officer: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Contact No. \_\_\_\_\_

**REPORT ON PERSONAL AND SERVICE DATA CHANGES**

Member GSIS Business Partner Number	Last Name		First Name		Suffix		Middle Name		Mailing Address/		Cellular Phone		Email Address		Civil Status		Date of Birth *		Place of Birth		Position/ Title		Status of Employment		
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	

\* For Change of date of birth please attach scanned copy of Original NSO authenticated Birth Certificate







