



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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July 3, 2018

RELEASED

JUL 03 2018
By [Signature]
DepED Angeles City
Division of City Schools

DIVISION MEMORANDUM
No. 264, s. 2018

**REMITTANCE TO THE GSIS OF SALARY DEDUCTIONS AND GOVERNMENT SHARES OF RPSU-PAID
TEACHERS AND PERSONNEL EFFECTIVE THE PAYROLL MONTH JULY 2018**

To: **All Heads of Secondary School Implementing Units (iUs)**

1. Attached is a Memorandum from the Regional Director regarding with the transfer from the Regional Office to the Schools Division Offices of the remittance to the GSIS of salary deductions and government share of RPSU-paid teachers and personnel effective the payroll month of May 2018, the remittance of salary deductions and government shares due to the GSIS of Secondary School Implementing Units shall be done at the school level effective the payroll month of July 2018.
2. For information and compliance.

[Signature]
LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent

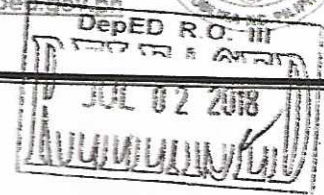


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DEPARTMENT OF EDUCATION
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MEMORANDUM

To : **All Heads of Secondary School Implementing Units (IUs)**

From : **The Regional Director**

Subject : **Remittance to the GSIS of salary deductions and government shares of RPSU-paid teachers and personnel effective the payroll month of July 2018**

Date : **June 25, 2018**

Aligned with the transfer from the Regional Office to the Schools Division Offices of the remittance to the GSIS of salary deductions and government share of RPSU-paid teachers and personnel effective the payroll month of May 2018, the remittance of salary deductions and government shares due to the GSIS of Secondary School Implementing Units shall be done at the school level effective the payroll month of July 2018.

For this purpose, the School Head shall designate an Agency Authorized Officer (AAO) and ERF-Handler to be submitted to the concerned GSIS Office for enrollment. The AAO and ERF Handler shall be in-charge on the updating of members' records and remittance of salary deductions and government shares, respectively.

The soft copy of the Electronic Remittance File (ERF) shall be sent by the RPSU to the School within the 25th day of the payroll month, after which, the ERF-Handler uploads to the GSIS electronic Billing and Collection System (eBCS) for generation of the Summary of Totals (SOT). The SOT shall be the basis of the School in the preparation of the Disbursement Voucher (DV) and remittance. The remittance check/ADA, together with hard copy of the ERF tallied with the SOT should be submitted to the GSIS Office on or before the 10th day of the succeeding month to avoid incurrence of penalties.

Aside from the SOT, the GSIS eBCS may send back "Clarificatory Items" and/or "For Refund Items", if any. For clarificatory items, the AAO needs to submit an Agency Remittance Advice (ARA) to the GSIS before another SOT can be generated. On the other hand, item(s) for refund shall be refunded directly by the School to the teachers/employees concerned.

Please be guided accordingly.

MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director