



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

August 8, 2023

REGIONAL MEMORANDUM

ORD No. 2023- 754

To: Schools Division Superintendent
Public School Heads
All Others Concerned

**GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)
BILLING AND COLLECTION PROCESS**

1. Attached is a copy of DepEd Unnumbered Memorandum dated August 3, 2023 from Director Ana Marie C. Calapit, Finance Service, re: submission of issues and concerns with proposed recommendations regarding verification, billing and collection process of GSIS deductions.
2. It is requested that the link: <https://bit.ly/GSISBillingandCollectio> can be used for the submission of inputs to the Employees Account Management Division.
3. For immediate compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated

rpsu/mjc



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Republic of the Philippines
Department of Education
OFFICE OF THE DIRECTOR IV, FINANCE SERVICE

MEMORANDUM

August 3, 2023

FOR : **ALL REGIONAL DIRECTORS**
DepEd Regional Office Nos. I to XIII, CAR and NCR

ATTENTION : **Regional Automatic Payroll Deduction System Task Force**

FROM : **ANA MARIE C. CALAPIT**
Director IV, Finance Service

SUBJECT : **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)
BILLING AND COLLECTION PROCESS**

The GSIS NCR Operations will be hosting a Billing and Collection Summit which will focus on the latest updates and best practices of the agency's billing and collection process.

In view thereof, kindly submit a list of issues and concerns encountered by your respective offices together with proposed recommendations regarding the verification, billing and collection process of GSIS deductions using the attached template and submit to the Employee Account Management Division on or before August 8, 2023. You may also use this link to submit your inputs: <https://bit.ly/GSISBillingandCollection>.

For immediate compliance. Thank you.

Issues and Concerns on GSIS Verification and Billing and Collection
Region _____

Issues/Concerns/Queries	Remarks/Recommendations
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Prepared By:

Certified By:

Signature over Printed Name and Designation

Signature over Printed Name and Designation