



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 14 2024

MEMORANDUM

SCHOOL ORIENTATION FOR GSIS UNPAID PREMIUMS

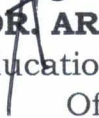
TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC-Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. The Human Resource personnel will be conducting a series of orientation and coordination sessions which each school within the Division relative to the individual service record preparation for proper premium calculations and benefits.
2. Attached is the approved letter request and school orientation schedule that will commence on August 15, 2024.
3. For immediate and wide dissemination with this memorandum is desired.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:


DR. ARMIDA S. OBLINADA
Education Program Supervisor
Officer-in-Charge

Reference: Memorandum No. UN-2023-172

To be indicated in the **Perpetual Index**
Under the following subjects:

ORIENTATION RECORD BENEFITS

MMP/NAV/DM – SCHOOL ORIENTATION WITH GSIS UNPAID PREMIUMS

278/AUGUST 14, 2024

UN-2024-278



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

August 12, 2024

VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

Dear Dr. Gonzales:

This is to respectfully seek your approval for the proposed program to address and resolve unpaid premiums with the Government Service Insurance System (GSIS) across our public schools. In alignment with the Memorandum No. UN-2023-172 entitled, "Submission of Updated Leave Card and Service Record," HR personnel are conducting a series of orientation and coordination sessions with each school within our division to facilitate this process.

The objectives of the program are as follows:

- Inform the Principals/School Heads/OICs, and the school administrative officers about the consequences of unpaid premiums on our members and the overall impact on their benefits.
- Emphasize the importance of accurate updating of service record of each member to ensure correct premium calculations and benefits.
- Guide the School Administrative Officers II/HR-in-charge on the proper procedures of processing individual service records to facilitate timely premium payments.

The undersigned recommends the schedule of the sessions to be conducted every Thursdays and Fridays starting on August 15, 2024, to efficiently cover all schools while ensuring the "No disruption of classes policy". Agency Remittance Advice (ARA) and Electronic Remittance File (ERF) handlers, Mr. Jericho Ylen and Mr. Dunn Luvik Mandigal, will assist in coordinating these visits.

It is hoped that this will merit your favorable approval. I look forward to your feedback and will proceed with arrangements upon your consent.

Thank you.

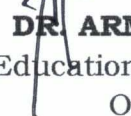
Very truly yours,


NOEMI A. VALDEZ
Administrative Officer V

For:

DR. VIOLETA M. GONZALES
Assistant Schools Division Superintendent

By:

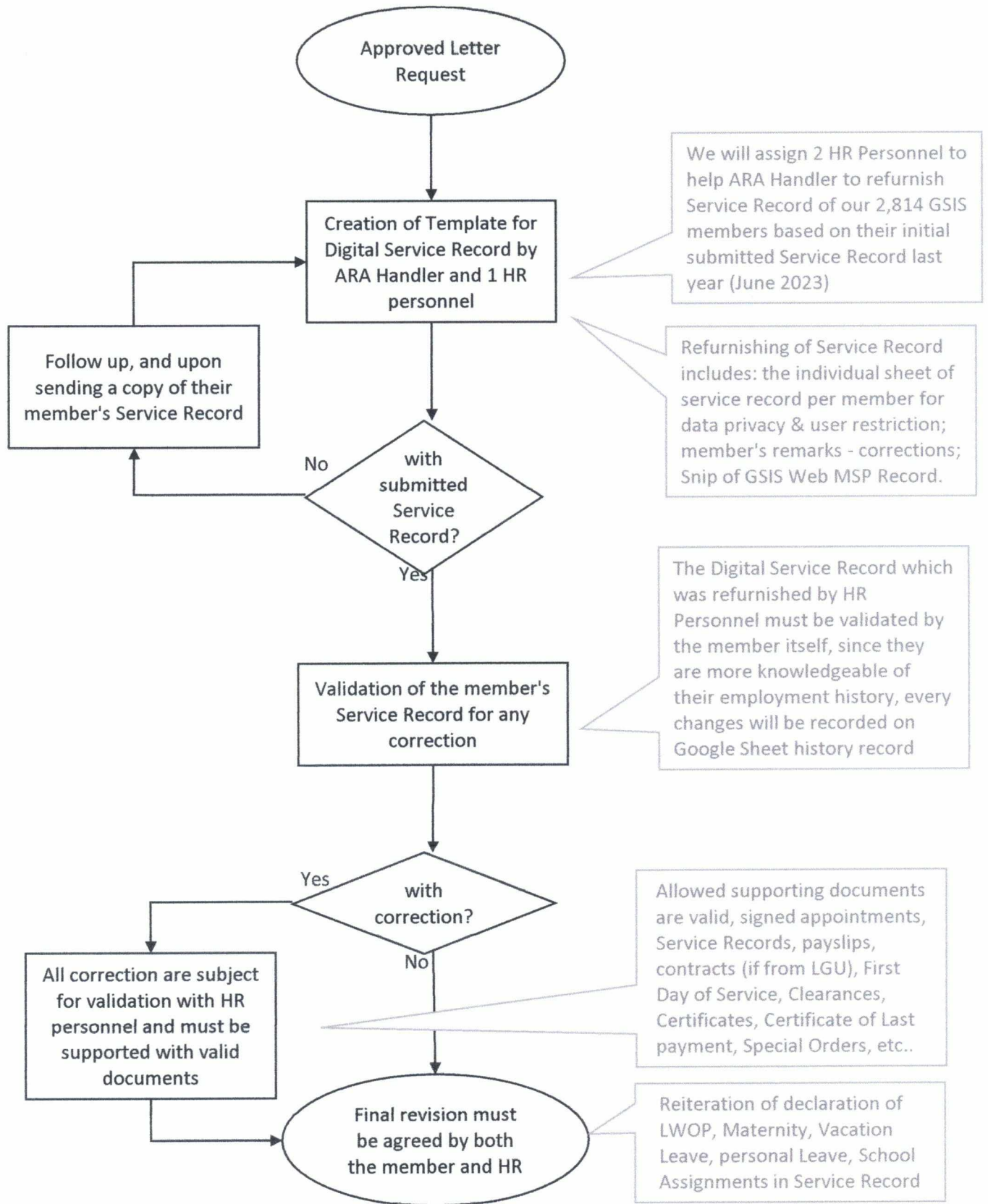

DR. ARMIDA S. OBLINADA
Education Program Supervisor
Officer-in-charge

Office of the Schools Division Superintendent



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Process Flow of Digital Service Record Validation





Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Muntinlupa City

Office of the Schools Division
 Superintendent

MAY 29 2023

MEMORANDUM

SUBMISSION OF UPDATED LEAVE CARD AND SERVICE RECORD

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisor, Curriculum Implementation Division
 Chief Education Supervisor, School Governance and Operations Division
 Public Elementary and Secondary School Heads/ OICs
 Administrative Officer V
 All Others Concerned

1. To ensure the correctness of records, and to comply with CSC Rules on Leave and timely recording of Application for Leave (Form 6) submitted to this Office for approval, all School Administrative Officers II are requested to submit the soft copy of Employees' Leave Cards and Service Records **not later than June 30, 2023**.
2. In view hereof, the School AOs and HR-in charge are advised to upload the updated Leave Card and Service Record to this link: <https://tinyurl.com/SDOMunt-LeaveCard>.
3. Attached are Annex A: Template for Leave Card, and Annex B: Template for Service Record.
4. Immediate compliance with this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
 Schools Division Superintendent

Enclosure: none
 References: Omnibus Rules on Leave

To be indicated in the Perpetual Index under the following subjects:

DATA LEAVE TEACHERS RECORD

HR-IY/ Submission of Updated Leave Card and Service Record
 172/May 19, 2023

UN-2023-172



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School Orientation Schedule

Date	School Name	No. of GSIS Members
August 15, 2024	Alabang Elementary School	151
	Filinvest Alabang Elementary School	28
August 16, 2024	Muntinlupa Elementary School	142
	Victoria HomElementary School Elementary School	61
	Tunasan National High School	203
August 22, 2024	Poblacion Elementary School	157
	Poblacion National High School	88
August 23, 2024	Lakeview Integrated School	131
	Soldier's Hills Elementary School	64
August 29, 2024	Muntinlupa Science High School	72
	Tunasan Elementary School	77
August 30, 2024	Bayanan Elementary School Unit I	80
	Bayanan Elementary School Main	93
September 5, 2024	Cupang Elementary School Main	86
	Buli Elementary School	43
	Sucacat Elementary School Main	79
September 6, 2024	Cupang Elementary School Annex	22
	Cupang Senior High School	57
	Sucacat Senior High School	9
September 12, 2024	Itaas Elementary School	84
	Muntinlupa National High School - SHS	126
September 13, 2024	Putatan Elementary School	77
	F. De MEElementary Schoola Elementary School	48
September 19, 2024	Bagong Silang Elementary School	41
	Sucacat Elementary School Zone 3	18
	Sucacat Elementary School Zone 4	15

Prepared by:

JERICHO B. YLEN
ADAS 3 - HRP

Noted by:

NOEMI A. WALDEZ
Administrative Officer