



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

Office of the Schools Division
Superintendent

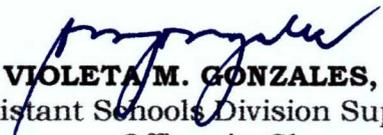
MEMORANDUM

No. 090, s. 2026

**RECONCILIATION AND CLEANSING PROJECT FOR THE PROPOSED GOVERNMENT
SERVICE INSURANCE SYSTEM-DEPARTMENT OF EDUCATION-DEPARTMENT
OF BUDGET TRIPARTITE MEMORANDUM OF AGREEMENT (MOA)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Elementary and Secondary School Principals
Administrative Officer V
All Others Concerned

1. Attached is DepED Memorandum No. EAMD-2026-005, dated February 10, 2026, with the subject, "*Orientation on the Reconciliation and Cleansing Project for the Proposed Government Service Insurance System-Department of Education-Department of Budget Tripartite Memorandum of Agreement (MOA)*", the contents of which are self-explanatory, for the information and guidance of all concerned.
2. The purpose of this survey is to ensure that all affected personnel are accurately identified and properly documented, thereby enabling the validation, correction, and possible waiving of unjustified unpaid premium.
3. Relative thereto, all GSIS members, both teaching and non-teaching personnel, who were previously employed in the City Government of Muntinlupa and/or had substitute or provisional employment under the Department of Education (DepEd) Muntinlupa are hereby required to accomplish the GSIS Records Alignment Survey on or before **March 2, 2026**, through this link: <https://tinyurl.com/GSIS-Cleansing>. Non-submission may result in the possible deductions from future GSIS benefits, specifically retirement and separation benefits.
5. For inquiries, please coordinate with the Human Resource Personnel Unit at (02) 8478-2846 local 115.
6. Immediate dissemination of, and strict compliance to this Memorandum is hereby directed.


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

Enclosure: as stated

References: as stated

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

EMPLOYEE SERVICE RECORD CERTIFICATION BENEFITS

JB-Y-HR / Reconciliation and Cleansing Project for the Proposed GSIS-DepED-DBM Tripartite Memorandum of Agreement (MOA)

090/February 26, 2026



Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

MEMORANDUM

EAMD-2026- 0A7

February 10, 2026

FOR : **REGIONAL DIRECTORS**
SCHOOL DIVISION SUPERINTENDENTS

ATTENTION : *Chiefs of Finance And Administrative Divisions*

FROM : **ARIEL C. TANDINGAN**
Supervising Administrative Officer
OIC - Chief Administrative Officer
FS-Employee Account Management Division

SUBJECT : **ORIENTATION ON THE RECONCILIATION AND CLEANSING PROJECT FOR THE PROPOSED GOVERNMENT SERVICE INSURANCE SYSTEM-DEPARTMENT OF EDUCATION-DEPARTMENT OF BUDGET AND MANAGEMENT (GSIS-DEPED-DBM) TRIPARTITE MEMORANDUM OF AGREEMENT (MOA)**

In line with the reconciliation and cleansing project for the proposed **Government Service Insurance System-Department of Education-Department of Budget and Management (GSIS-DepEd-DBM) Tripartite Memorandum of Agreement (MOA)**, the DepEd in coordination with the GSIS, will conduct an **online orientation on the Reconciliation and Cleansing Project** to ensure proper understanding and consistent implementation of the said initiative.

The details of the orientation are as follows:

Date: February 12, 2026

Time: 10:00 a.m. to 11:00 a.m.

Meeting Link: <https://11nk.dev/9LgP0>

Meeting ID: 486 735 261 655 21

Passcode: RP75LL7x

The one-hour orientation, to be facilitated by the GSIS, aims to explain the reconciliation and cleansing process and to provide guidance to the Regional Offices and Schools Division Offices on their respective roles and responsibilities.

Concerned personnel from the Regional Offices and Schools Division Offices are hereby encouraged to attend the orientation.

For information, guidance, and compliance.

Thank you.



Address: 17th Floor Techzone Building Makati City
Telephone Nos.: (02) 8633-7248 / (02) 8638-8640
Email Address: fs.eamd@deped.gov.ph



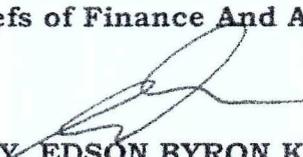
Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OASF-2026-_____
February 05, 2026

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : Chiefs of Finance And Administrative Divisions

FROM : 
ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance

SUBJECT : RECONCILIATION AND CLEANSING PROJECT FOR THE
PROPOSED GOVERNMENT SERVICE INSURANCE SYSTEM –
DEPARTMENT OF EDUCATION – DEPARTMENT OF BUDGET
AND MANAGEMENT (GSIS-DepEd-DBM) TRIPARTITE
MEMORANDUM OF AGREEMENT (MOA)

Relative to the proposed Tripartite execution of a Memorandum of Agreement between GSIS-DepEd-DBM, all Regional Directors and Schools Division Superintendents are hereby directed to ensure the prompt reconciliation and cleansing of records of teachers included in the dataset provided by the GSIS. This activity shall be given priority and targeted for completion by **05 March 2026**, as its timely accomplishment is crucial to the finalization of the MOA.

The dataset shall be **sorted from highest to lowest number of premium gaps** to ensure that employees with the most service period gaps are prioritized in the validation process.

1. Specifically, DepEd offices shall:

- **Review and validate** the GSIS-provided dataset of all identified employees.
- **Verify** whether each employee was in government service, *resigned, retired (but not reported to GSIS), suspended, separated due to death or disability, LWOP, or PVP* during the periods where premium gaps were recorded.
- **Issue a formal certification** for employees confirmed **not** to have been in service, LWOP, or PVP during the specified period(s). This may be accomplished using the template provided in *Enclosure 1*.
- **Submit membership updating requests** via email to the Membership Coordinators, attaching the required certification.
 - The email subject line shall include **“Reconciliation and Cleansing Project for MOA”** to ensure prioritization.

2. Upon receipt and validation of the required certification, GSIS shall:

- **Exclude the identified service period** from the Total Length of Service.
- **Remove the corresponding unpaid premiums** from the billing records.
- **Update the tagging of services** that have been identified under LWOP or PVP.

3. Furthermore, DepEd Regional and Schools Divisions Offices are reminded of the following:

- **Refrain from requesting salary updates** intended to reflect higher salaries for periods before the last three years **without the corresponding budget** for immediate GSIS premium remittance.

Such requests adversely affect both **member** and **agency records**, as they reduce the computation of member benefits and increase the agency's Uncollected Premium Receivables (UPR).

- **Any salary update request must be accompanied by the corresponding premium payment** to prevent further increases in the UPR.

For **technical assistance and dataset passwords**, please coordinate with the concerned GSIS Membership Coordinators at the nearest GSIS Branch Office.

A weekly monitoring and progress report shall be provided until the completion of this project.

To facilitate easy understanding of the task requested, please see the sample illustration as found in the attached Enclosure No. 2.

For strict compliance.



MEMORANDA ON ORIENTATION, RECONCILIATION, AND CLEANSING PROJECT FOR THE PROPOSED GSIS-DEPED-DBM TRIPARTITE MEMORANDUM OF AGREEMENT

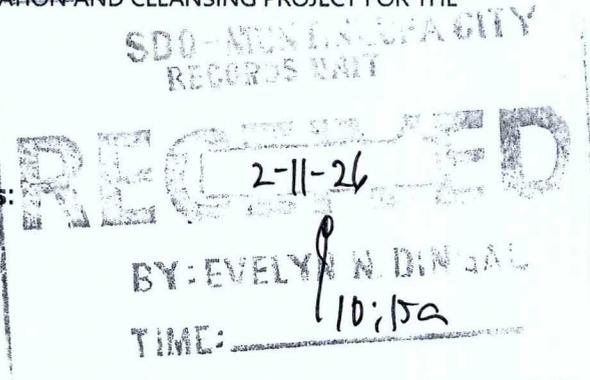
From Employee Account Management Division <fs.eamd@deped.gov.ph>

Date Tue 2/10/2026 8:08 PM

To DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; PAU NCR <pau.ncr@deped.gov.ph>; DEPED CALOOCAN CITY <caloocan.city@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; SDO MARIKINA <sdo.marikina@deped.gov.ph>; DEPED MAKATI CITY <makati.city@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>; SDO MANDALUYONG <sdo.mandaluyong@deped.gov.ph>; sdo.muntinlupa@gmail.com <sdo.muntinlupa@gmail.com>; SDO MUNTINLUPA <sdo.muntinlupa@deped.gov.ph>; DEPED NAVOTAS CITY <navotas.city@deped.gov.ph>; DEPED PARANAQUE CITY <paranaque.city@deped.gov.ph>; DEPED QUEZON CITY <quezon.city@deped.gov.ph>; depedpasaycity <depedpasaycity@yahoo.com>; DEPED PASAY CITY <pasay.city@deped.gov.ph>; DEPED PASIG CITY <pasig.city@deped.gov.ph>; depedsanjuan@gmail.com <depedsanjuan@gmail.com>; DEPED SAN JUAN CITY <sanjuan.city@deped.gov.ph>; DEPED TAGUIG PATEROS <taguig.pateros@deped.gov.ph>; DEPED VALENZUELA CITY <valenzuela.city@deped.gov.ph>

4 attachments (764 KB)

Enclosure No. 2 - Sample Illustration - DepEd.docx; Enclosure No. 1 - Certification - DepEd (1).docx; MEMO_ORIENTATION ON THE RECONCILIATION AND CLEANSING PROJECT.pdf; MEMO_RECONCILIATION-AND-CLEANSING PROJECT FOR THE PROPOSE GSIS-DEPED-DBM TRIPARTITE MOA.pdf;



Dear **Regional Directors and Schools Division Superintendents:**

Greetings!

This is to formally inform your office of the **orientation** on the **Reconciliation and Cleansing Project** in preparation for the proposed **GSIS-DepEd-DBM Tripartite Memorandum of Agreement**. The session aims to ensure a clear understanding of the reconciliation and data cleansing processes, as well as to define the roles and responsibilities of Regional and Schools Division Offices in the implementation of this initiative.

Orientation Details:

Date: February 12, 2026

Time: 10:00 AM – 11:00 AM

Platform: Online (Microsoft Teams)

Meeting link: <https://11nk.dev/9LgP0>

Meeting ID: 486 735 261 655 21

Password: RP75LL7x

Given the importance of accurate records and coordinated compliance, the attendance of concerned personnel is highly encouraged. Your prompt participation is essential to support the timely and effective rollout of this project.

Attached below are the copies of the memorandum on the Reconciliation And Cleansing Project For The Proposed Government Service Insurance System – Department Of Education – Department Of Budget And Management (GSIS-DepEd-DBM) Tripartite Memorandum Of Agreement (MOA), Memorandum of Orientation On The Reconciliation And Cleansing Project for the Proposed Government Service Insurance System– Department Of Education–Department Of Budget And Management (GSIS-DEPED-DBM) Tripartite

Memorandum Of Agreement (MOA), Enclosure 1 - Certification for Data Cleansing, and Enclosure 2 - Sample illustration for Data Cleansing Project.

Thank you for your immediate attention and cooperation.

Employee Account Management Division (EAMD)

Department of Education - Finance Service
2nd Flr., T. Alonzo Bldg., DepEd Complex
Meralco Avenue, Pasig City 1600

We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link:
bit.ly/EAMDFB

CERTIFICATION

This is to certify that the following DepEd employees have validated service period gaps, including periods of LWOP or PVP, as indicated in the matrix below:

BP No.	Last Name	First Name	Middle Name	Birthdate	Employment Status	From_Due Month	To_Due Month	No. of Months	REMARKS (Service Gap, LWOP, PVP)

This certification is issued in support of the request to exclude the identified service period gaps from the members' Total Length of Service and/or update the tagging services identified to be in LWOP or PVP.

Issued this ___ day of ____, 2026.

Agency Authorized Officer (AAO)

Noted by:

Schools Division Superintendent (SDS) /
Principal for Implementing Units (IUs)

CERTIFICATION

This is to certify that the following DepEd employees have validated service period gaps, including periods of LWOP or PVP, as indicated in the matrix below:

BP No.	Last Name	First Name	Middle Name	Birthdate	Employment Status	From_Due Month	To_Due Month	No. of Months	REMARKS (Service Gap, LWOP, PVP)
xxxx	xxxxx	xxxxx	xxxxx	19890303	PERM	201705	201708	4	Service Gap
xxxx	xxxxx	xxxxx	xxxxx	19910927	COTR	201206	201211	6	LWOP
xxxx	xxxx	xxxxx	xxxxx	19690404	PERM	201505	201512	8	Service gap
xxxx	xxxx	xxxxx	xxxxx	19750102	PERM	201809	202003	19	Service gap
xxxx	xxxx	xxxxx	xxxxx	19802020	PERM	202111	202210	12	LWOP
xxxx	xxxx	xxxxx	xxxxx	19961029	PERM	201912	202006	7	Service gap

This certification is issued in support of the request to exclude the identified service period gaps from the members' Total Length of Service and/or update the tagging services identified to be in LWOP or PVP.

Issued this 20th day of January 2026.

signed

JUAN DELA CRUZ

Agency Authorized Officer (AAO)

Noted by:

signed

JUANA SANTOS

Schools Division Superintendent (SDS) /
Principal for Implementing Units (IUs)