



C-10175
a11/19
8:43pm

DIVISION MEMORANDUM

No. 356, s. 2019

**COMPLIANCE FOR REMITTANCE OF GOVERNMENT MANDATED
BENEFITS (GSIS, PAGIBIG, PHILHEALTH)**

TO: Public Schools Division Supervisors
Elementary and Secondary School Heads
Administrative Officers II
Administrative Assistant III
Administrative Assistant II
District Clerks
All concerned

- 1) Pursuant to the Executive Order No. 91 s. 2019, any unreleased appropriations and unobligated allotments at the end of the Fiscal Year, as well as unpaid obligations and undisbursed funds at the end of the EPP shall revert to the National Treasury and shall not thereafter be available for expenditure, except by subsequent legislative enactment. Therefore, all personnel services obligations incurred for FY 2019 shall be paid/remitted within the year.
- 2) For updating of remittances, kindly comply and/or submit the following:
 - a) For GSIS, kindly comply the clarificatory items posted monthly. Submit correct ARA Forms at depedcavite.araforms@gmail.com;
 - b) For PAGIBIG, kindly submit MDR, birth certificate, marriage certificate (if married), photocopy of Identification card, photocopy of latest payslip at Accounting Unit of this division;
 - c) For Philhealth, kindly submit NOSA of all employees in your school and/or district at Accounting Unit of this division.
- 3) Submit all the documentary requirements on or before October 15, 2019; hence the benefits of the employees with clarificatory items will not be remitted.
- 4) For more information, kindly send an email to:
 - a) GSIS- erica.ersando@deped.gov.ph / jennifer.omipon@deped.gov.ph
 - b) PAGIBIG- roxanne.guimpatan@yahoo.com
 - c) Philhealth- cheryl.jomaoas@deped.gov.ph
- 5) Immediate dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA,
Schools Division Superintendent

/epe



September 16, 2019

C-10175
9/16/19
3:43pm

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