



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

June 19, 2026

DIVISION MEMORANDUM

No. 289, s. 2026

PROCEDURAL GUIDELINES ON THE VALIDATION OF SERVICE AND PREMIUM GAPS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
Administrative Officer V/ HRMO
Division Finance Unit (Budget and Accounting)
Division Payroll Unit
All Others Concerned

1. This refers to **DepEd Memorandum OASF-2026-950 dated April 14, 2026**, issued by the Office of the Undersecretary for Finance, entitled "*Procedural Guidelines on the Validation of Service and Premium Gaps.*"
2. The said memorandum was released following the GSIS–DepEd online meeting held on **17 March 2026**, which highlighted the slow progress of the ongoing premium reconciliation and data-cleansing project, reaching only **5.07% completion** after more than two months of implementation.
3. To address this, all Regional Directors, Schools Division Superintendents, and School Heads were directed to ensure immediate dissemination and strict compliance with the prescribed procedures.
4. Agency Authorized Officers (AAOs) shall submit **duly signed Certificates** identifying service gaps directly to the GSIS Membership Department.
 - 4.1 A copy must be furnished to **fs.eamd@deped.gov.ph** for updating.
 - 4.2 Certificates previously submitted to the DepEd Central Office must be **resubmitted** to GSIS.
5. Premium gaps where the member was **not in government service** during the covered period shall be tagged accordingly (RSG / RET / TERM).
6. Premium gaps of employees confirmed to be **in active service** shall be excluded from the Certificate and included in subsequent MOA posting.
7. Service gaps **without supporting documents** shall be requested for RSG / RET / TERM tagging effective the month after the last premium remittance.
8. Later confirmation of service may still be updated upon submission of supporting documents and corresponding premium remittances.



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9. All concerned offices are required to submit a **Status Report** to the Finance Service – Employee Account Management Division (FS-EAMD) within **15 calendar days** from receipt of this Memorandum.

10. The report must include:

- 10.1 Status of validation per School Division Office
- 10.2 Number of pending items
- 10.3 Issues encountered
- 10.3 Remarks

11. The prescribed template may be accessed through this link:

<https://tinyurl.com/nhuk4ash>.

12. For clarifications, you may contact:

- Mr. Dan Michael Surban – [0975-814-1612](tel:0975-814-1612)
- Mr. Jefferson Yuson – [0991-386-3326](tel:0991-386-3326)
- Email: fs.eamd@deped.gov.ph

13. You may also coordinate with GSIS Local Offices through the list of email addresses attached to the national memorandum.

14. All school heads, finance units, and payroll units are hereby directed to give this matter **top priority**.

15. Close supervision must be exercised to ensure that all service and premium gaps are validated and reported on time.

16. Failure to comply may result in delays in the reconciliation of employee records and possible issues in GSIS membership and benefits.

17. Immediate dissemination of and compliance with this Memorandum is directed.

For:

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent


JERRY DIMLA CRUZ, DEM, CESO VI
Assistant Schools Division Superintendent

To be included in the Perpetual Index
Under the following subjects:

PROCEDURAL GUIDELINES VALIDATION PREMIUMS GAPS
Ref: DepEd Memorandum OASF-2026-950



“We Mould Heroes”

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | **Telephone / Fax:** (047) 237-2102
Email Address: bataan@deped.gov.ph | **Website:** www.depedbataan.com | **Facebook Page:** www.facebook.com/DepEdBataan



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