



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region

RELEASED

116 MAR 2018 Time: 10 -

MEMORANDUM

No. 39, s. 2018


TO : Schools Division Superintendents
Secondary School Principals

FROM : The Officer-In-Charge,
Office of the Regional Director

SUBJECT : Submission of Accomplished EBCS AAO/ERF Forms of
Designated AAOs and ERF Handlers of Secondary
Schools Implementing Units (IUs)

DATE : March 14, 2018

1. The DepEd-NCR in a meeting held on February 13, 2018 at the GSIS Main Office with officials of the Government Service Insurance System, proposed the decentralization of GSIS remittances of the Secondary Schools Implementing Units with fiscal autonomy.
2. To facilitate the decentralization of Secondary IUs remittances, the School Heads of the IUs are directed to designate AAO and ERF Handlers and require them to fill up the enrollment forms wherein they will be given access to Electronic Billing and Collection System (EBCS) facility by the GSIS. The filled up forms and the list of AAOs and ERF Handlers shall be submitted to this Office on or before March 23, 2018. (Attached are the enrollment forms).
3. Before the implementation of decentralization of Secondary Schools Implementing Units remittances, an orientation will be conducted by the GSIS to designated AAOs and ERF Handlers.
4. Immediate and strict compliance of this Memorandum is desired.


WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director