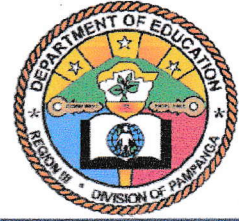




Department of Education  
Region III

**DIVISION OF PAMPANGA**

High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000  
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Division Memorandum

No. 240, S 2018

To : Assistant Schools Division Superintendent – Elementary  
Assistant Schools Division Superintendent – Secondary  
Public Schools District Supervisors  
School Heads- Elementary Schools  
School Heads- Senior High Schools  
School Heads- Secondary Fiscal and Non Fiscal Schools  
All Concerned

From : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject : Issuance of GSIS, Philhealth and PAGIBIG Contribution Certifications

Date : June 11, 2018

While it is the Regional Payroll Service Units( RPSU) which prepares and remits the monthly contributions to our attached Agencies, the Accounting Unit at the Division level is the one in charge of addressing the issues with regards to **GAPS** or Unposted Contributions of our employees.

To address the GAPS, the requirement of our attached Agencies is for the Division to issue a Certification that the contributions were made in favor of the concerned personnel. In order to facilitate this and to provide fast and quality service, the Accounting Unit will require the concerned personnel to present the following documents;

For issuance of GSIS Certifications

1. Original/Certified true copy/ies of payslip/s or payroll/s of the particular month identified as GAP
2. Fully accomplished Request Form
3. Copy of Statement of Account from GSIS showing the GAPS

For issuance of PHILHEALTH Certification

1. Six (6) months latest original/ certified true copy/ies of payslip/s or payroll/s
2. Fully accomplished Request Form

For issuance of PAGIBIG Certification

1. Original/Certified true copy/ies of payslip/s or payroll/s of the particular month/s identified as GAP
2. Two (2) Government IDs ( DepEd ID, and UMID Card / PRC )
3. Print out of Contribution from PAGIBIG
4. Fully accomplished Request Form

For Secondary Fiscal Schools, the Senior Bookkeeper shall be the one to issue this certification to those under their plantilla and to their corresponding Senior High Schools provided that the above required documents shall be presented by the concerned personnel. A template and list of the Official Receipts Number shall be provided by this Division to Secondary Fiscal Schools.

Wide dissemination of and strict adherence with this memorandum is directed.

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**Leonardo D. Zapanta, Ed.D., CESO VI**  
School Division Superintendent  
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