



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

February 03, 2020

DIVISION MEMORANDUM
NO. 67, s. 2020

**SUBMISSION OF GSIS ARA FORM C FOR THE IMPLEMENTATION OF THE FIRST
TRANCHE OF SALARY SCHEDULE UNDER NBC NO. 579 DATED JANUARY 24, 2020**

TO : SGOD and CID Chiefs
Public Elementary and Non-Implementing Secondary School Heads
All Others Concerned

1. In view of the implementation of the First Tranche 2020 Salary Schedule for Civilian Personnel of the National Government as stipulated in Republic Act No. 11466, An Act Modifying The Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel, all Elementary and Non-Implementing Secondary Schools are requested to submit the updated ARA Form C of all school personnel using the GSIS ARA Form C prescribed template not later than February 07, 2020 through email at hrmopampanga@yahoo.com (soft copy only).

Subject: DISTRICT_ARA FORM C_1st TRANCHE (Elementary)

Note: Submission of report for Elementary will be per District. Individual submission of reports from the elementary schools will not be acknowledged.

Subject: SCHOOL NAME_ARA FORM C_1st TRANCHE (Secondary Non-Implementing Units)

2. The prescribed GSIS ARA Forms can be downloaded from this link: <https://tinyurl.com/GSIS-ARAFORMS-2020>
3. The Agency Name and Agency BP Number that will be used in the encoding of ARA Forms intended for the Elementary will be DEPED PAMPANGA ELEMENTARY and 1000036977, respectively.
4. The records in the payroll master file should be the same with the members' records in the GSIS database. Otherwise, the remittances will not be promptly posted by the GSIS. Consequently, any update in the payroll master file such as inclusion of newly hired employees, promotion/salary adjustment/step increment, change of names due to marriage, transfer and change in employment status should be accompanied with the submission of the Agency Remittance Advice (ARA) as confirmed and updated by the GSIS thru the Agency Authorized Officer (AAO). The AAO is usually the Administrative Officer of the Division Office.
5. Technically, the data in the payroll master file should exactly match with your data in the GSIS database as to following information: Agency BP Number/Office Code, GSIS Policy Number, GSIS BP Number, Last Name, First Name, Middle Initial.



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
Telephone No.: (045) 435-2728
eMail Address: pampanga@deped.gov.ph





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6. Below are the reminders when encoding and submitting GSIS ARA Form requests.

A.

ARA FORM	Purpose	When to Submit
A	Creation of record of a New Member or Reinstated/Re-employed Member	Upon submission of the documents for your appointment
B	Updating of Member's current place of assignment – members who were TRANSFERRED INTO your agency from other government agency.	Upon submission of the documents for your appointment (for transferred from other division/agency); Upon release of S.O. (for transferred within the Division Office)
C	Updating of Basic Monthly Salary (BMS) due to salary increase, increment, promotion, etc.	Upon submission of the documents for your appointment (promotion, salary increase, step increment)
D	Updating of record due to Separation – Retirement, Resignation, Death, Suspension (indicate inclusive dates), LWOP (indicate inclusive dates), Transferred out (members who were transferred from your agency to other government agency).	Upon submission of the documents for your retirement, application for leave (Form 6), transferred out (to other Division, Agency)
E	Updating of Personal Information of Member (name, civil status, address, contact information, date of birth, etc.).	Upon submission of your request for special order (change of name), Request for change in personal information

*** Always submit your request on or before the 23rd of the month

*** Billing Run: every 23rd of the month

B. It is important that at ALL times, the following should always be indicated on all form requests:

- Agency BP number and Agency Name
- Member's BP Number (if already with existing record)
- Last Name, First Name, and complete Middle Name
- Prefix (Ma., Maria) and Suffix (Jr., Sr., II, III, etc)
- Please always provide all the needed information in the appropriate columns
- Always use CAPITAL LETTERS only
- Please do not use any symbol (Php, /mo.) on Basic Monthly Salary column and avoid using annual salary.
- Contact number should be 12 integers
- Position title is limited to 10 characters only
- Use MM/DD/YYYY format only on Date of Birth and effectivity date columns
- Always indicate the complete mailing address of the member including the ZIP CODE
- Please do not include additional sheets on our prescribed excel forms

Limitations:

FORM A, B & D – 50 Members (BP Numbers) per excel file.

FORM C – 1000 Members (BP Numbers) per excel file.

FORM E - 10 Members (BP Numbers) per excel file.

Requests for updating of name, civil status and date of birth that needs attachments (supporting documents such as PSA Birth Certificate, Marriage Certificate, etc.) we only allow 1 BP Number (1 employee) per excel file.

C. For Correction of Civil Status from Married – Single: Please always attach a copy of CENOMAR (Certificate of no Marriage) or Court Decision

D. For Correction of Date of Birth:

D.1 Active Member – Please attach one (1) of these primary documents (clear documents) along with your duly accomplished ARA FORM E.

D.1.1 Original or Certified True Copy of the Court Order with contact number of the court that ordered the change of DOB (including the branch and province where the court sits); or

D.1.2 Certificate of Live Birth from the National Statistics Office (PSA) bearing its office

watermark where the correct DOB is indicated; or

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- D.1.3 Late Registration of live birth authenticated by the PSA bearing office watermark of PSA where the correct DOB is indicated.
D.2. Inactive Member - Listed below are the required documents to be submitted along with your duly accomplished ARA FORM E.

D.2.1 One (1) of these primary documents:

- D.2.1.1 Original or Certified True Copy of the Court Order with contact number of the court that ordered the change of DOB (including the branch and province where the court sits);
D.2.1.2 Certificate of Live Birth from the National Statistics Office (PSA) bearing its office watermark where the correct DOB is indicated; or
D.2.1.3 Late Registration of live birth authenticated by the PSA bearing office watermark of PSA where the correct DOB is indicated.

D.2.2 Two (2) of these secondary documents:

- D.2.2.1 Civil Service Commission (CSC) Resolution approving the change of DOB;
D.2.2.2 Certified true copy of the Baptismal Certificate issued by the church where the requesting member was baptized;
D.2.2.3 Record of employment (accomplished upon employment) from member's agency;
D.2.2.4 Social Security System (SSS) Member's Record (if requesting GSIS member is or was SSS member) certified by the SSS;
D.2.2.5 Certification of DOB of requesting member from the National Archives of the Philippines;
D.2.2.6 Marriage Contract of member authenticated by the PSA;
D.2.2.7 Certified true copy of the School Records issued by the school where the requesting member studied or graduated from; or
D.2.2.8 Valid Passport

E. Cleansing of Duplicate Record – Kindly send a copy of the following:

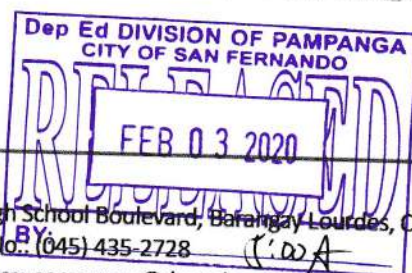
- E.1 Certification letter that both Members (indicate their names and respective BP numbers) are one and the same person;
E.2 PSA Birth Certification and/or Marriage Certificate;
E.3 Accurate and Clear copy of member's Complete and updated Service Record

F. Dismissal from the Service – Attach a copy of Notice of Dismissal.

G. Substitute (Employment Status) – Inclusive dates of their appointment should be indicated in the ARA FORM A.

H. For updating of Membership Service Profile (with for correction or inclusion of prior services) – Submit complete, accurate and clear copy of the service record and incontrovertible proof as supporting documents (for inclusion of services) such as appointment paper, PSIPOP, copy of the service card from the CSC.

7. For information, wide dissemination and 100% compliance of all concerned.



Zenia G. Mostoles
ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



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