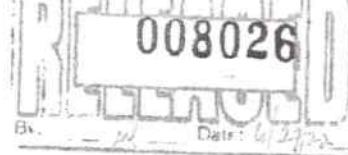



Republic of the Philippines
Department of Education
REGION V - BICOL



MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
ALL Other Concerned

FROM : 
GILBERT T. SADSAD
Regional Director

SUBJECT : Guidelines for 2022 GALING AAOs and ERF HANDLERS
AWARDS For DepED Region V

DATE : June 27, 2022

As this Office continues to achieve significant increases along with the GSIS remittance rate reckoned from the last quarter of 2021, it is fitting to recognize the men and women behind this improvement.

After a series of consultative meetings with GSIS, a mechanism to recognize performing Authorized Approving Officers (AAOs) and ERF Handlers within the region was formulated. The plan is to have this award be given annually.

The objectives of this endeavor are:

1. Ensure that deductions and remittance rate of the Schools Division Offices (SDOs), Implementing Units (IUs), and Fiscal Autonomous Schools (FAS) are appropriately monitored and the same is compliant with the threshold set by the GSIS;
2. Motivate AAOs and ERF Handlers to aim for above the threshold remittance rate by maximizing the EBCS;
3. Recognize the SDOs/IUs/FAS with consistent increasing remittance rates per GSIS Collection Efficiency Rate;
4. Initiate controls to avoid recurring variances; and



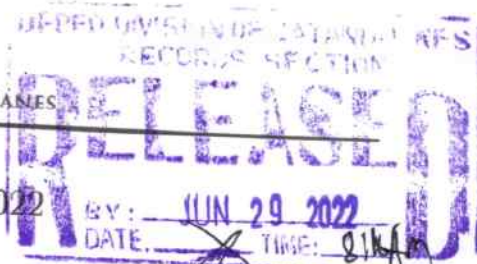
Regional Center Site, Rawis, Legazpi City 4500

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region5@deped.gov.ph




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

June 28, 2022



TO: ALL School Heads of Implementing Units

For information and dissemination.


MA. LUISA T. DELA ROSA
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

5. Provide assistance to SDOs/IUs/FAS with a low remittance rate.

The specific guidelines are the following:

1. It will cover transactions from **January 2022 to November 2022**.
2. All AAOs and ERF Handlers within the region are automatically considered candidates for the said award.
3. GSIS will rate all the AAOs and ERF Handlers using the criteria herein provided.
4. GSIS will set the cut-off percentage of those who are entitled to the award.
5. During the awarding ceremony come December 2022 (the specific date and venue will be announced later), the Schools Division Superintendents, School Heads of Implementing Units/Fiscal Autonomous School of the awardees are advised to be present.
6. All participants and awardees are expected to wear Filipiniana Attire during the event.
7. Attendance to the said activity is on Official Business.

CRITERIA for the 2022 GALING AAO and ERF HANDLER AWARDS

Commitment/Deliverables	Success Indicators	Timeliness	Weight (%)	Validation
1. Compliance with EBCS Threshold (Premiums)	100%	Monthly	10%	GSIS Collection Efficiency Report
2. Compliance with EBCS Threshold (Loans)	100%	Monthly	15%	GSIS Collection Efficiency Report
3. Prompt Remittance to GSIS (Premiums and Loans)	100%	On or before the 10 th of the following month	10%	Issued Official Receipt
4. Uploading of ERF in EBCS	100%	On or before the 15 th day of the month	10%	EBCS Report
5. Action taken on RBIs with complete				Submitted ARA to Membership Coordinator

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documents	100%	Monthly	10%	with no AAO adverse findings/recommendation tagged as not complied
6. AAO Action on Loans Application	100%	Within 7 days from the date of application	10%	No record of unacted loan application
7. Information Dissemination of GSIS updates for members	Informed employees thru any of the following: email, bulletin board, announcement, etc.	Within 3 days receipt of Advisory from GSIS	5%	Proof of dissemination submitted by Agency
8. Updating of Contact Details	100%	Monthly	5%	GSIS extracted contact detail updating End of November 2022
9. Promptness and completeness of submitted ARA form to GSIS	100%	Monthly	5%	Successful ARA submission in WEBMSP
10. Loan Arrearages - GFAL	100%	End of October 2022	5%	Reduction of Past-due loan accounts on GFAL
11. Loan Arrearages - MPL	100%	End of October 2022	5%	Reduction of Past-due accounts on Multi-purpose Loan (MPL)
12. Loan Arrearages - CPL	100%	End of October 2022	5%	Reduction of Past-due loan accounts on Computer Loan (CPL)
13. Other Loans	100%	End of November 2022	5%	
			100%	

For information and immediate dissemination.
sjdvl/admin