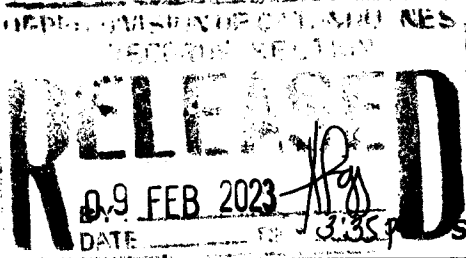




Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES



**UNNUMBERED MEMORANDUM:**

OSDS-SDS-UM-02-09-2023/RAAS

TO : Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Secondary School Heads of Implementing Units  
Administrative Officers of Implementing Units  
Designated ERF Handlers

FROM : By Authority of the Schools Division Superintendent:

*LR*  
**MA. LUISA T. DELA ROSA**  
Asst. Schools Division Superintendent  
Officer-In-Charge

DATE : February 9, 2023

SUBJECT : **Basic Functions of ERF Handlers**

1. Please be guided by the attached basic functions/protocols of ERF Handlers.
2. For information, guidance, and strict compliance.

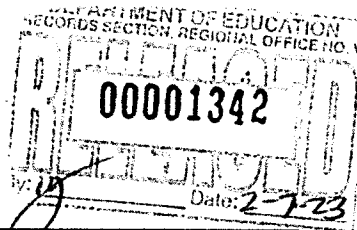
RAAS/UM - BASIC FUNCTIONS OF ERF HANDLERS  
014/FEBRUARY 9, 2023



San Roque, Virac, Catanduanes  
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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
Regional Site, Rawis, Legazpi City



## MEMORANDUM

TO : **SCHOOLS DIVISION SUPERINTENDENTS**  
All Other Concerned

FROM :   
**GILBERT T. SADSAD**  
Regional Director

SUBJECT : Referral to SDO ERF Handlers All Matters Involving GSIS Remittances  
And Loans Pre-Termination

DATE : February 2, 2023

This refers to the basic functions of ERF Handlers whether they are assigned in the Schools Division Offices (SDOs) or in various Implementing/Fiscal Autonomous Schools.

Please be guided by the following protocols:

1. All issues involving remittances of DepED Personnel whether non-teaching or teaching personnel **must be referred first to the SDOs or IUs designated ERF Handlers;**
2. After receipt of the aforementioned concerns from the DepED Personnel, **ERF handlers must take action by reviewing the EBCS;**
3. If the concern involves the pre-termination of GSIS Loans, ERF Handlers must require the concerned DepED Personnel to provide a copy of the Official Receipt (OR) issued by the GSIS;
4. In turn, the ERF Handlers should review the EBCS, particularly the Comparative Report to determine whether the pre-terminated loans have already been deleted by the system (EBCS);



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5. If it appears that it is not yet deleted, the ERF Handler should annotate the pre-termination in the Agency Remarks and upload the same to the EBCS and wait for at least 2 to 3 days and verify if the same has been recognized by the system;
6. If after the lapse of three days and the same account is still active, the ERF Handler must refer the matter through email to the nearest GSIS Branch for the latter's validation and cleansing;
7. On the part of the PLI that pre-terminated any GSIS Loan account, they may also refer the matter to the ERF Handler on their own. They are advised to submit proof of such transactions involving pre-terminated GSIS Loan accounts once a week. Copies of the OR issued by the GSIS will suffice;
8. SDOs ERF Handlers, except SDOs Sorsogon City, Sorsogon Province, Camarines Norte, and Catanduanes, must submit to this Office, through email, a copy of the Comparative Report on or before the 30<sup>th</sup> day of the current month;
9. ERF Handlers are required to begin extracting the billing files beginning on the **24<sup>th</sup> day of the current month**;
10. ERF Handlers must determine which of the identified clarificatory items need ARA submission from that ARA submission which requires payment of differentials;
11. For Any concerns arising from these protocols, ERF Handlers may coordinate with this Office's Payroll Services, and;
12. On the part of the SDO, this policy is advised to be cascaded to all schools within their respective jurisdictions.

For your immediate dissemination and strict compliance.



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