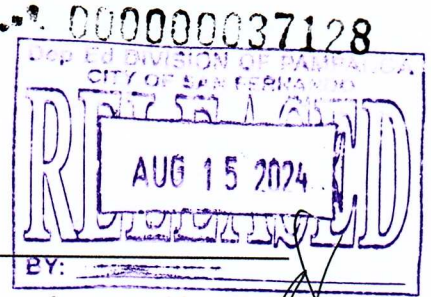




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA



August 13, 2024

DIVISION MEMORANDUM
NO. 524, s. 2024

**SUBMISSION OF GSIS ARA FORM F FOR THE IMPLEMENTATION OF THE
FIRST TRANCHE OF SALARY SCHEDULE UNDER NBC NO. 594
DATED AUGUST 12, 2024**

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 2024 Salary Schedule for Civilian Personnel of the National Government as stipulated in Executive Order (EO) No. 64, s. 2024, Updating the salary schedule for civilian government personnel and authorizing the grant of an additional allowance, and for other purposes, all Elementary and Non-Implementing Secondary Schools (Junior High School and Senior High School) are requested to submit the updated ARA Form F of all school personnel using the GSIS ARA Form F prescribed template not later than August 20, 2024 through email at ***hr.pampanga@deped.gov.ph*** (soft copy only).

Subject: DISTRICT_ARA FORM F_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 F_1st TRANCHE (Secondary Non-Implementing Units)

2. The prescribed GSIS ARA Forms can be downloaded from this link:
<https://bit.ly/3WNke2i>
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



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
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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.

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

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
F	Updating of Massive Salary Adjustments	Upon release of the National Budget Circular for Salary Increase

*** Always submit your request on or before the 23rd of the month
 *** Billing Run: every 23rd of the month

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

ROMEO M. ALIP, PhD, CESO V
 Schools Division Superintendent



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