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UPDATING AND ENCODING OF THE SERVICE RECORDS OF DEPED’S TEACHING AND NON-TEACHING STAFF

GSIS RESOLUTION NO. 86, September 07, 2005

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RESOLVED, to APPROVE the recommendation of the Officer-In-Charge, Office of the Senior Vice President (Social Insurance Group) and the Executive Vice President (Operations Sector) for the signing of a Memorandum of Agreement (MOA) with the Department of Education (DepEd) for the updating and encoding of the Service Records (SRs) of its teaching and non-teaching staff, under the following conditions:

1. That DepEd shall undertake the physical encoding of the SR (estimated at 520,660) at the Division level using the GSIS-provided program and electronic format, within a period of six (6) months.

2. That DepEd shall provide the human resources, encoding centers and the hardware for the updating, validation and encoding of the SRs.

3. That GSIS shall defray the cost of the project at P33.00 per SR encoded or a maximum cost of P17,200,000 for up to 550,000 SRs. Incremental SRs (those SRs that will exceed 550,000), in case there will be any, shall cost only P25.00

> 3.1 Payment to DepEd for the project implementation shall be on the basis of the following drawdown schedule:
>
> 60% upon signing of the MOA
> 30% after 80% project completion
> 10% after project completion

4. That DepEd and GSIS shall:

a. jointly undertake regional seminar-workshops for school superintendents and members of the division task forces on the guidelines for the implementation of the project; and

b. form composite teams to monitor, assess and evaluate project development and accomplishments.

5. That DepEd shall submit regular reports on the project development and progress.

RESOLVED FURTHER, to AUTHORIZE the President and General Manager to sign the Memorandum of Agreement for and in behalf of the GSIS.

RESOLVED, FURTHERMORE, to APPROPRIATE the amount necessary to implement the conditions of the MOA, chargeable against proper Funds.

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RESOLVED FINALLY: That, considering that DepEd comprises almost 40% of GSIS total membership, to DIRECT the Vice President (Public Affairs Office) to conduct a massive information campaign to maximize the coverage of the project.

Adopted: 07 Sept. 2005 (Board Meeting No. 17)

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