



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

897, 12 DPWH

07-02-07

**JUL 02 2007**

SPECIAL ORDER )  
No. 79 )  
Series of 2007 )  
07-02-07 )

SUBJECT: **CREATION OF A TASK FORCE TO RECONCILE REMITTANCES WITH THE GSIS**

In line with the efforts of the Department to resolve the problems encountered by the employees of this Department with the Government Service Insurance System (GSIS), particularly on the remittances of loan payments and premiums (government and personal shares), a DPWH Task Force in the Central Office is hereby created to reconcile the said remittances.

The GSIS Reconciliation Task Force shall be composed of the following:

Chairman : Assistant Secretary for AMMS and CFMS  
Vice-Chairman : Director, Comptrollership and Financial Management Service  
Members : Director, Administrative and Manpower Management Service  
Director, Monitoring and Information Service  
President, DPWH Central Office Employees' Union

The Task Force shall perform the following tasks:

1. Coordinate with GSIS management regarding the problems encountered by the DPWH employees, particularly those pertaining to remittances to the GSIS;
2. Determine priority of the corresponding accounts to be reconciled;
3. Provide direction for the accurate and speedy conduct of the reconciliation;
4. Ensure that the necessary resources are available for the said reconciliation work;
5. Monitor the progress of the reconciliation; and,
6. Review the quality of the reconciliation work performed by the Technical Working Group and others involved.

A Technical Working Group (TWG) shall, likewise, be created to assist the Task Force on its assigned tasks. The Chief of the Accounting Division, CFMS shall head the TWG with members coming from the AMMS, MIS, CFMS, PJHL-PMO, IBRD-PMO, ADB-PMO, BOC, BOD, BOM, BOE, BRS, Employees' Union and other offices to be determined by the GSIS Reconciliation Task Force Chairman. The heads of the offices concerned shall issue the corresponding designations of their respective representatives to the Task Force Technical Working Group.

The TWG shall undertake the following:

1. Conduct actual inventory of all remittances made with the corresponding official receipts and remittance lists;
2. Verify and confirm causes of differences/unreconciled remittances;
3. Determine the details of the remittances that remain unposted by the GSIS;
4. Furnish GSIS with copies of Official Receipts and Remittance Lists for posting; and,
5. Submit reports and recommendations to the GSIS Reconciliation Task Force.

The Task Force and the Technical Working Group are authorized to coordinate with the different offices (Bureaus/PMOs/Services) in order to attain their assigned tasks.

This Order takes effect immediately.

  
**MANUEL M. BONOAN**  
Officer-in-Charge



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