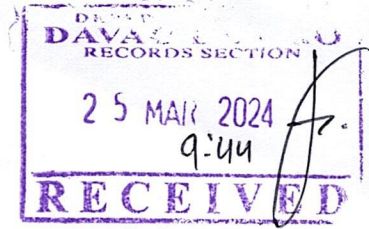




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

March 22, 2024

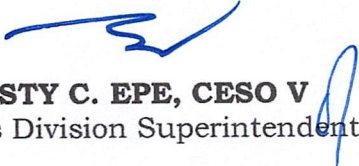
DIVISION MEMORANDUM

No. 257, s. 2024

**PRESENTATION OF BEST PRACTICES IN UPDATING GSIS RECORDS
OF EMPLOYEES AND PROMPT REMITTANCE OF LOAN
AND PREMIUM PAYMENTS**

To : **NORBERTO S. MANLANGIT**, Administrative Officer V
JONAS D. CABALIDA, Teacher II - NNCHS
OFELIA S. TATAD, Administrative Officer II
CHERRY MAE A. PAICAN, Administrative Clerk I

1. Attached is an invitation letter dated March 21, 2024 from OSCAR PAUL B. FORTUNA, Branch Manager, Government Service Insurance System (GSIS), Tagum Branch Office, requesting your presence to present to them the best practices of this Office on the efficient manner in updating the records of our employees and the prompt remittance of our loan and premium payments.
2. Anent to this request, you are hereby advised to visit GSIS Tagum Branch on Monday, March 25, 2024 at 10:00 AM.
3. Travel and other incidental expenses incurred in attendance to this conference shall be chargeable against the Division MOOE, subject to the usual accounting and auditing rules and regulations.
4. For your information and compliance.


CRISTY C. EPE, CESO V
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
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Doc. Ref. Code	PAWIM-F-034	Rev	00
Effectivity	09.12.22	Page	1 of 1



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
TAGUM BRANCH OFFICE



March 21, 2024

CRISTY C. EPE
School District Superintendent
DEPED REG PAID DIV OFC, COMVAL

Thru: Norberto S. Manlangit
Administrative Officer V
DEPED REG PAID DIV OFC, COMVAL

Dear Sir

Be informed that GSIS is enhancing its premium and loan collection efficiency through continuous improvement of its processes. As part of our ongoing efforts to have a 100% premium and loan collection, we are coordinating to every remitting agencies, undertake extensive reconciliation and also solicits ideas in order to enhance the efficiency of its premium and loans collection.

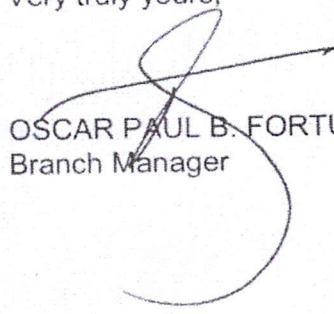
Through keen observation throughout the months, GSIS Tagum has noticed your efficient manner in updating the records of your DepEd personnel and also the prompt remittance on your loan and premium that lessen the current unpaid premium of your agency.

With this, may we invite your key remitting personnel on March 25, 2024 10:00 AM to present to us the best practices of your agency in updating of GSIS records of your employees and remittance of premiums and loans.

We are hoping for your positive response on this request.



Thank you.


Very truly yours,




OSCAR PAUL B. FORTUNA
Branch Manager



National Highway cor. Purok Pioneer, Brgy. Visayan Village, Tagum City, Davao del Norte 8100

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