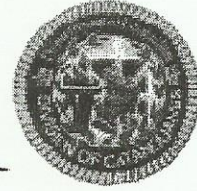




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM TO : Public Schools District Supervisors
Secondary School Heads
Schools Division Office Personnel

FROM : *Nympha D. Guemo*
NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

SUBJECT: Requirement for change of name/status of newly married teachers

DATE : September 16, 2015

RELEASED
DepEd-Division Office of Catanduanes
RECORDS SECTION
Date SEP 17 2015
Time 8:15 AM
By SV

In order to change the name/status and to update the record at the Government Service Insurance System (GSIS), Payroll Services Unit (PSU) Regional Office, and Schools Division Office (SDO), newly married teachers (Female) are required to submit Four (4) copies of Certificate of Marriage to the SDO-Personnel Section.

Further, to change/update the record in the Civil Service Commission, just visit the CSC Catanduanes Field Office.

For your information, guidance, and compliance.