

Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

May 25, 2023

MEMORANDUM TO:

Public Schools District Supervisors
Elementary School Heads
Pandan East & West
Caramoran North & South
Bagamanoc North & South

Please be informed that the Administrative Officer assigned in your school/ district are still required to report to Human Resource Management Office for the period from May 25, 2023 to June 30, 2023.

They are tasked to perform the following;

1. Prepare and update Service Records for the reconciliation and updating of GSIS members' account of personnel with unpaid premiums from CY 2008 to 2021.
2. Review requirements for the release of rice allowance.

This office is committed to the Government Service Insurance System of the 99% completion of the reconciliation on or before the 30th of June, 2023, hence the services of the administrative officers are needed for the welfare of DepEd Employees.

Attached is the Memorandum for Administrative Officers with the corresponding district Assignments for reconciliation purpose.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

May 25, 2023


MEMORANDUM TO:

Ma. Chirstina M. Alcantara – Pandan East
Korina Carla H. Basco – Pandan West
Christine Louise S. De Leon – Caramoran South
Ma Carissa M. Guerrero – Bagamanoc North & South
Sarah Kay B. Sarmiento – San Miguel North & South
Mark Lester V. Urbano – Caramoran North

You are hereby advised to report at the office of Human Resource, this division for the period from May 25, 2023 to June 30, 2023 for the preparation of service records of DepEd Personnel with unpaid GSIS premiums, thereby serves as the basis for the reconciliation and updating of DepEd members' accounts on premiums and loans.

Review of requirements for the release of rice allowance is added to your tasks being temporarily assigned in Human Resource Management office.

For compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

