



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 322

TO : **ALL CONCERNED PERSONNEL (see attached list)**

FROM : By the authority of the Schools Division Superintendent:

MARCELO K. PALISPIS EdD, JD
OIC- ASDS
Office In-Charge

5/9/23

SUBJECT : **PARTICIPATION TO THE GSIS AAO AND ERF HANDLER COORDINATIVE MEETING 2023**

DATE : May 9, 2023

1. Attached is the MEMORANDUM from GSIS Dumaguete Branch on the **AAO AND ERF HANDLER COORDINATIVE MEETING 2023** on **May 16, 2023, 9:00 am-11:30 am** at **Bethel Guest House, Dumaguete City, Negros Oriental**.
2. Travelling and other incidental expenses shall be charged against Division/School MOOE Funds subject to the usual accounting and auditing rules and regulations.
3. The participants of the above-mentioned meeting are listed in the attached sheet.
4. This memorandum serves as your **TRAVEL ORDER/AUTHORITY TO TRAVEL**.
5. Please be guided accordingly.

NCO/MKP/JMA/NLR/IPP/medc

12 MAY 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph



GSIS Government Service Insurance System
North National Highway, Daro, Dumaguete City

MEMORANDUM

FOR : **ALL AGENCY AUTHORIZED OFFICERS AND ERF HANDLERS**

FROM : **THE BRANCH MANAGER**
GSIS Dumaguete Branch Office

SUBJECT : **AAO AND ERF HANDLER COORDINATIVE MEETING 2023**

DATE : 08 May 2023

As part of our continuing effort to address issues on the reconciliation and updating of members' accounts, the GSIS Dumaguete Branch Office would like to invite you to a meeting on **May 16, 2023 (Tuesday), 9:00am-11:30am** at **Bethel Guest House, Rizal Boulevard, Dumaguete City, Negros Oriental.**

As we will be discussing issues regarding the monthly Electronic Remittance File (ERF) and Agency Remittance Advice (ARA) preparation, we would appreciate it if you could send your personnel in charge of the ERF and the ARA.

Kindly confirm your attendance to the meeting by filling out our registration form: <https://forms.gle/Z4kRZ6VL6twxAuCn9>.

Slots are **limited** so fill out the registration forms and secure your slot to our meeting! Each agency may send 1 AAO and 1 ERF Handler for this meeting. We are hoping to see all of you again face-to-face.

For more details, your personnel-in charge for this purpose, may closely coordinate with Mr. Chad V. Baylon with email address chvbaylon@gsis.gov.ph or landline number (035) 225-2681.

Thank you for your usual cooperation.


IGMIDIO F. PONAY JR
Branch Manager 



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List of participants to the **GSIS AAO AND ERF HANDLER COORDINATIVE MEETING 2023** on **May 16, 2023, 9:00 am-11:30 am** at **Bethel Guest House, Dumaguete City, Negros Oriental.**

No.	Name	Position/School
1	Mary Rose Villavicencio	AO II- SDO
2	Maria Estrellita D. Calidguid	AO II- SDO
3	Ivy Rose Ogabang	AO II- SDO
4	Dianne Eve C. Omnos	ADAS III- Sibulan NHS
5	Rowena Cacas	ADAS III- Manjuyod NHS
6	Merle Ardenia	ADAS III- DLANHS
7	Jonalyn Mandap	ADAS III- DEMMNHS
8	Maria Chona Estrellanes	ADAS III- Jimalalud NHS
9	Rico Ada	ADAS II- Jose Mari Locsin NHS
10	Marife Banlat	ADAS III- NOHS
11	Genale June S. Ramirez	ADAS III- Amlan NHS
12	Rodel E. Aviso	ADAS III- La Libertad Tech Voc
13	Lyziel Joy Baco	ADAS III- Tayasan NHS
14	Maria Jina R. Tropa	ADAS III- Siaton NHS
15	Quennie Bucio	ADAS III- Mabinay NHS



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