



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- 595

TO : **MA. JENNIFER P. PIDOS
MARY ROSE VILLAVICENCIO
IVY ROSE OGABANG
MAE ANN SUASIN
MARIA ESTRELLITA D. CALIDGUID
RHUBERT JOY ALQUERRO**

FROM : **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent

SUBJECT : **COORDINATIVE MEETING ON UNPAID PREMIUMS**

DATE : August 25, 2023

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1. This office is allowing the personnel stated above to attend the GSIS COORDINATIVE MEETING ON UNPAID PREMIUMS on **August 30, 2023** at **Vineyard, Claytown, Daro, Dumaguete City, Negros Oriental** from **8:30 am to 11:00 am**.
 2. This memorandum will serve as authority to travel.
 3. Immediate dissemination of and compliance with this memorandum are desired.

SPP/ RBP/JPP

25 AUG 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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Email Address:negros.oriental@deped.gov.ph



MEMORANDUM

FOR : **THE HEAD OF AGENCY**

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

SUBJECT : **COORDINATIVE MEETING ON UNPAID PREMIUMS**

DATE : 24 August 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 **August 30, 2023 (Wednesday), 8:30am-11:00am** at the **Vineyard, Claytown, Daro, Dumaguete City, Negros Oriental**.

As we will be discussing issues regarding the reconciliation of unpaid premiums, we would appreciate it if you could send the following personnel and not their representatives or proxies:

- Agency Authorized Officers (AAOs)
- ERF Handler
- Personnel assigned in the preparation of the members' service records
- Accountant

Please also bring at least one (1) laptop as we will be having sample activities during the meeting.

For more details, your personnel-in charge for this purpose, may closely coordinate with Ms. Cecile Marie M. Inoferio with email address cminoferio@gsis.gov.ph or Mr. Chad V. Baylon with email address chvbaylon@gsis.gov.ph You may also reach us through landline number (035) 402-7802.

Thank you for your usual cooperation.


IGMIDIO F. PONAY JR
Branch Manager