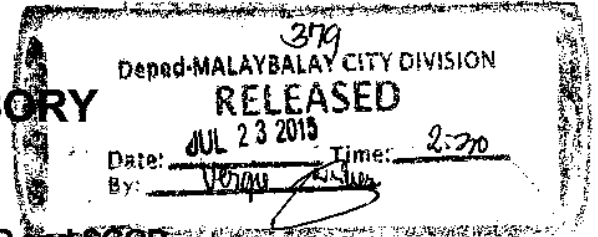




DIVISION ADVISORY



**TO: Chief Education Supervisors and Staff, CID and SGOD
Public Schools District Supervisor
Elementary and Secondary School Heads
Section/Unit Heads and Staff**

Edilberto L. Oplenaria
FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent ↑

DATE: July 22, 2015

SUBJECT: GSIS RETIREMENT APPLICATION DOCUMENTS

1. Pursuant to the herein letter from GSIS dated June 17, 2015, this office hereby informs the field that all GSIS Retirement Application Documents must be indorsed by the Schools Division Superintendent and his authorized designate, Dr. Jutchel L. Nayra, DPA, Administrative Officer V, which is self-explanatory.
2. For immediate dissemination

Encl.:
As stated

Copy furnished:
Records

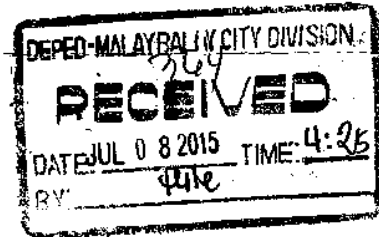
TO BE POSTED IN THE WEBSITE



GSIS Government Service Insurance System
MALAYBALAY BRANCH OFFICE

Onda Building, Sayre Highway, Casisang, Malaybalay City 8700 Bukidnon

17 June 2015



MR. EDILBERTO L. OPLENARIA
Schools Division Superintendent
Division of Malaybalay City
Sayre Highway, Purok 6
8700 Casisang, Malaybalay City

Dear **Mr. Oplenaria**:

This is to acknowledge receipt of your letter dated June 15, 2015 informing us that all retirement applications shall be endorsed by you and your authorized designate, Dr. Jutchel Nayra, Administrative Officer V to endorse the same.

Thank you for informing us.

Very truly yours,


ERWIN E. CASICAS
Branch Manager