



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2020-19063

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DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 360, s. 2020

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned**

From: **VICTORIA V. GAZO, PhD., CESO V**
Schools Division Superintendent

Date: **September 18, 2020**

Re: **GSIS Member Contact Information Updating**

1. Relative to the GSIS emailed request dated September 3, 2020 re: **Agency Contact Information Updating**, under the new normal, the GSIS has transitioned to online transaction process to help protect the members during this time of Pandemic. The GSIS requested to update the contact information of every members in the database such as member's personal and official email address as well as their mobile numbers. With this, The GSIS are able to make the transaction be safe and less time consuming.
2. Kindly copy and paste this link deped.in/gsiscontactupdating in another window and download the template. Fill in the information needed in this action. Submission by School shall be on the 25th of September 2020 and email to aprille.mae.h.bandong@deped.gov.ph.
3. Queries relative to this can be relayed to Aprille Mae H. Bandong, Administrative Assistant III – GSIS in-charge at 09169242008.

Copy furnished:

Records Unit
Personnel Unit

To be published in the Division Website



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