



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

DM - 2021-03-114
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: MAR 11 2021 TIME: 3:30 PM
BY: [Signature]

DIVISION MEMORANDUM

No. 114, s. 2021

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: **March 9, 2021**

Re: **GSIS Member Contact Information Updating**

1. Relative to the GSIS email as the continuation of the last year's request 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 is able to make the transaction safe and less time consuming.
2. Kindly copy and paste the link on the search engine <https://docs.google.com/spreadsheets/d/1K3wlaAie13VEyRVNjN984-CEeo3EsQUChf4eIEYiaIq/edit?usp=sharing> to be able to edit and fill out the template. Please fill in the information corresponds to the name provided. Please do so on or before the 12th of March 2021.
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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



Rufelia Limbengco <aao.rufellalimbengco@gmail.com>

Member Contact Information Updating

1 message

Beran, Jolouis L. <jolberan@gsis.gov.ph> Fri, Feb 26, 2021 at 12:18 PM
To: "aao.rufellalimbengco@gmail.com" <aao.rufellalimbengco@gmail.com>, "malaybalay.city@deped.gov.ph" <malaybalay.city@deped.gov.ph>, "babiera.aileen@dpwh.gov.ph" <babiera.aileen@dpwh.gov.ph>, "sanflores40@yahoo.com" <sanflores40@yahoo.com>, "chatto.raquel@dpwh.gov.ph" <chatto.raquel@dpwh.gov.ph>, "gaamil.nenita@dpwh.gov.ph" <gaamil.nenita@dpwh.gov.ph>, "callao.mario@dpwh.gov.ph" <callao.mario@dpwh.gov.ph>, "elizalabita@yahoo.com" <elizalabita@yahoo.com>, "yengz1217@yahoo.com" <yengz1217@yahoo.com>, "jorgelunzaga@yahoo.com" <jorgelunzaga@yahoo.com>, "pinamaloydcwd@gmail.com" <pinamaloydcwd@gmail.com>, "kibawewaterdistrict@gmail.com" <kibawewaterdistrict@gmail.com>, "vlsc_15@yahoo.com" <vlsc_15@yahoo.com>, "kathleenann.magallones2@yahoo.com" <kathleenann.magallones2@yahoo.com>, "jorgeii_rodriguez@yahoo.com" <jorgeii_rodriguez@yahoo.com>, "gumaling_venus@yahoo.com" <gumaling_venus@yahoo.com>, "rosevilmajoy.vega@yahoo.com" <rosevilmajoy.vega@yahoo.com>, "divine.abriol60@gmail.com" <divine.abriol60@gmail.com>, "rda.agustin51@gmail.com" <rda.agustin51@gmail.com>, "quezonwaterdistrict@yahoo.com" <quezonwaterdistrict@yahoo.com>, "theza_55@yahoo.com" <theza_55@yahoo.com>, "embudof25@gmail.com" <embudof25@gmail.com>, "Ma.minatagaygay@yahoo.com" <Ma.minatagaygay@yahoo.com>, "basilidespacheco1@gmail.com" <basilidespacheco1@gmail.com>, "heildegrace@gmail.com" <heildegrace@gmail.com>

Dear Partner AAOs,

Under the new normal, GSIS has transitioned to online transaction process to help protect the members

In this endeavor to serve our members with utmost effort, we are requesting for your assistance to help us update the contact information of our members in our database such as member's personal and official email address as well as their mobile numbers. With this, we are able to make the transaction be safe and less time consuming.

We have attached the template to be used to acquire the information needed in this action. Please take full advantage of the attached template to assist our members in these time of pandemic. Please submit file to me before **March 15, 2021** with utmost urgency as this is a continuation of the last years request. For members with no email address yet, please assist with the creation of their email address as this will help the members with their needs with GSIS. For those who had already submitted the updated contact information of the members, please resubmit to make we have the right information in the database. Please provide the needed contact information for members below:

Thank you,

To AAOs:

Kindly use the WEB MSP application for uploading of request FORMs - A, B, C, D and E.

Please open your AAO access once in a month to avoid dormancy.

Any emails that exceeds 3MB in size will not be processed by our support system please resize and resend.

Jolouis L. Beran

Membership Coordinator Mindanao Area

Membership Dept. - VisMin Group

4th Floor Core E, GSIS Financial Center

Roxas Blvd., Pasay City 1308

(632) 976-4900 local 3589 / (0915) 9153636 / (0929) 7972148

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2 attachments

 **Agency Contact Information Updating Template with Agency Number and BP number.xlsx**
11K

 **EXCEL COORDINATION.xlsx**
57K