

7021-38077



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

DM 2021-09-486  
DEPED MALAYBALAY CITY DIVISION  
RELEASED 2:53  
DATED 13 2021  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 486, 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: **September 13, 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. Requesting all the Schools ICT Coordinator to fill in all the needed updated data of the Teachers in your respective schools provided in the template found in the google sheet with this link [https://docs.google.com/spreadsheets/d/1XJKLD11D78Hf8w6nbyaDP1uRtPI\\_rUK2QBbPSVzIAo0/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1XJKLD11D78Hf8w6nbyaDP1uRtPI_rUK2QBbPSVzIAo0/edit?usp=sharing) Deadline of filling the data will be on September 17, 2021.
3. Queries relative to this can be relayed to Aprille Mae H. Bandong, Administrative Assistant III – GSIS in-charge at 09606253865.

Copy furnished:  
Records Unit  
Personnel Unit

To be published in the Division Website



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Rufelia Limbengco <aao.rufellalimbengco@gmail.com>

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## AGENCY CONTACT INFORMATION UPDATING TEMPLATE (REVISED)

1 message

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Quinal, Mary Shery Dane D. <msddquinal@gsis.gov.ph>

Tue, Sep 7, 2021 at 6:46 PM

To: "aao.rufellalimbengco@gmail.com" <aao.rufellalimbengco@gmail.com>, "malaybalay.city@deped.gov.ph" <malaybalay.city@deped.gov.ph>, "guiabnhs@yahoo.com" <guiabnhs@yahoo.com>, "guiama.gamutin@deped.gov.ph" <guiama.gamutin@deped.gov.ph>, "rhysacyle@yahoo.com" <rhysacyle@yahoo.com>

Cc: "Palermo, Troy L." <tlpalermo@gsis.gov.ph>, "Pamutongan, Haidee Juliet M." <hmpamutongan@gsis.gov.ph>, "Lescabo, Lyra Philline S." <lslescabo@gsis.gov.ph>

Dear Partner AAOs,

Good day!

Our institution, the Government Service Insurance System (GSIS), is aiming to achieve contactless transactions with our stakeholders which create numerous projects. One of them is the Updating of Contact Details which benefits our stakeholders to receive important advisories, notifications and to regularly apprise them of the latest updates on GSIS products and services.

To accomplish this goal, we've sent a letter to your head of agency a month ago via post mail and an email to them directed to your account to inform them of the activity. As a reminder, may we again request for your favorable action on sending us the updated mobile/landline number, email address and LWOP incurred (for submission of ARA Form D) of our stakeholders under your coverage. To date, we receive several submissions but completing the list is our drive. You may refer to the attached excel file for the list of members for updating. We would appreciate if you could submit to us the requested data on or before September 10, 2021.

Thank you for the usual assistance and cooperation.

**MARY SHERY DANE D. QUINAL**

Staff Officer I

Billing, Collection and Reconciliation Division

GSIS, Malaybalay Branch Office

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 **Agency Contact Information - DEPED, DIV OF MALAYBALAY CITY.xlsx**  
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