

Republic of the Philippines

Department of Education

REGION X - NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

DM - 2023 - 0 DEPED MALAYBALAY	3-094 CITY DIMOCKN
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DIVISION MEMORANDUM No. 094 , s. 2023

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 21, 2023

Re:

GSIS MEMBERSHIP DATABASE UPDATE

As part of the GSIS initiative in keeping with the mandate of Republic Act (RA.) No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, to streamline and automate business activities, reduce processing time, and curb corrupt activities and overall efforts to establish and maintain an updated membership database, all registered GSIS members and pensioners (regardless of status) are required to ensure that their records and personal information are accurate and updated for the following purposes:

- a. Sending of important notifications and advisories pertaining to loan and claim applications, status of GSIS eCard or UMID application, and other related transactions;
- b. Prevention of unauthorized access to personal and sensitive member information; and;
- c. Providing information regarding the latest developments on GSIS products and services

In this regard, GSIS is kindly requesting DepEd Malaybalay AAOs and alternate AAOs to accomplish the Agency Remittance Advice (Form E) and transmit the same to the Membership Coordinator through WebMSP facility.

AAOs and alternate AAOs shall ensure that the collection, storage and transmittal, use and distribution, retention, as well as disposal and destruction of the personal and sensitive personal information of the employees in their respective agencies as required by 00 591-22 are in accordance with the provisions of RA. No. 10173 (Data Privacy Act), its Implementing Rules and Regulations (IRR) and other issuances of the National Privacy Commission (NPC).



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





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In order to facilitate this process, we respectfully ask the cooperation of all SCHOOL HEADS to download the Excel file via this link: https://tinyurl.com/depedgsis OR https://tinyurl.com/depedgsis1

We kindly ask that you diligently input up-to-date personal information of all teaching and non-teaching personnel in your respective schools. Upon completion, please forward the file to dave.feliciano@deped.gov.ph via email not later than MARCH 28. 2023. By doing so, AAOs and alternate AAOs will be able to streamline all accurate and updated personal information with GSIS.

Queries relative to this can be channeled to DAVE M. FELICIANO – DepEd GSIS incharge at 0995-097-2115.

For immediate dissemination.

Copy furnished:

Records Unit
Personnel Unit

To be published in the Division Website.



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