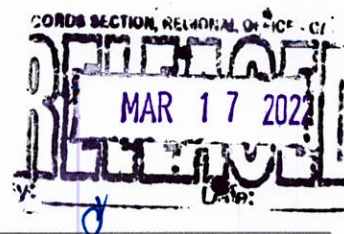




Republic of the Philippines
Department of Education
CARAGA REGION



March 17, 2022

REGIONAL MEMORANDUM
No. 0207, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL & DIVISION GSIS REMITTANCE & GSIS ERF HANDLERS
This Region

REORIENTATION OF RO & SDO GSIS EBCS & ERF HANDLERS

1. The Government Service Insurance System (GSIS) in coordination with the Regional Payroll Services Unit (RPSU) will conduct a One-Day Orientation of all Regional Office and Schools Division Office EBCS and ERF Handlers on March 29, 2022, 8:00 A.M. to 5:00 A.M. at GSIS Conference Hall, GSIS Butuan Branch Office, J.C. Aquino Ave., Butuan City.
2. The main objective of this orientation is to orient the handlers on GSIS Premiums and Loans remittance. Schools Division Superintendents are mandated to send the GSIS EBCS and/or ERF Handlers themselves, strictly **no substitution** is allowed.
3. Participants are directed to bring their own Laptops and extension cords.
4. Snacks and Lunch will be served by GSIS, while traveling, accommodation and other expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and procedures.
5. All participants must fill-out the Registration Form at <https://bit.ly/3tjiVef> on or before March 25, 2022.
6. For your guidance and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: none

To be indicated in the Perpetual Index
under the following subjects:

GOVERNMENT SERVICE INSURANCE SYSTEM

REMITTANCE

PER/srp
3/17/2022



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