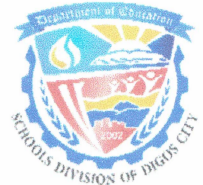




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 145, s. 2018

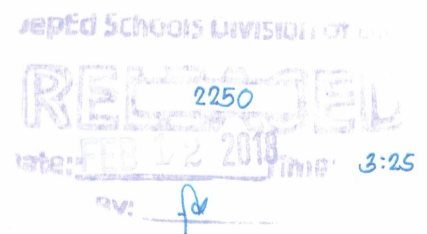
February 12, 2018

**DESIGNATION AS LIAISON OFFICER FOR GSIS CONCERNS**

To: **ROSARIO B. DIAMANTE – Administrative Officer IV**

1. In addition to your duties and responsibilities as Administrative Officer IV of the Cash Section, you are hereby designated as the LIAISON OFFICER of the Schools Division of Digos City without any additional remuneration or priority of promotion. As such, you are expected to have effective linkages with the Government Service Insurance System (GSIS) and to facilitate official transactions of this Schools Division Office (SDO) with the GSIS.
2. Further, you are hereby enjoined to confer with other employees of this SDO from time to time on GSIS concerns and to determine what other transactions and reports which you are obliged to transmit to the GSIS.
3. Furthermore, you are advised to keep this Office and other employees know of the results and updates in line with your present designation as GSIS Liaison Officer.
4. Your designation shall be effective until revoke by a subsequent Order issued by authorized officer.

**WINNIE E. BATOON, Ed. D.**  
Officer in Charge  
Office of the Schools Division Superintendent



Encls: as stated

References:

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

SUBJECT: Admin – designation as Liaison Officer of GSIS concerns

admin 5: Designation as Liaison Officer for GSIS concern.

11 February 2018