



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



**DIVISION MEMORANDUM**  
No. 406, s. 2018

May 17, 2018

**GSIS Reconciliation and Updating of Members' Accounts**

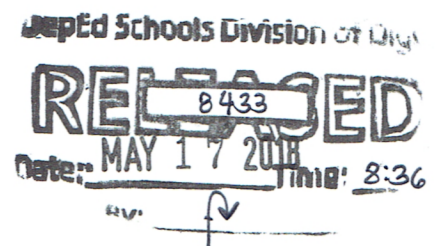
To: VINCENT S. ZAMBRA (Administrative Assistant II) - ARA In-Charge  
GENIE D. PIUS (Administrative Assistant II) – ERF Handler

1. In the exigency of the service, you are hereby directed to attend the meeting on GSIS reconciliation and updating of members' accounts.
2. This activity will be held on May 17, 2018 at 3<sup>rd</sup> Floor GSIS Building, Davao City.
3. Expenses incident to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate compliance with this memorandum is desired.

For and in the absence of the

Officer in Charge  
Office of the Schools Division Superintendent

**FRANCIS JUDE D. ALCOMENDRAS**  
Administrative Officer V  
Officer in Charge



Encls: List Enclosures  
References: DepEd Order  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT

jake lloyd vencio: memorandum title  
16 May 2018



Republic of the Philippines  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
Davao City Branch Office, MacArthur Highway, Matina, Davao City 8021

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**BILLING AND COLLECTION UNIT**

May 16, 2018

1000023793

**The City Schools Division Superintendent**  
Deped Division of Digos City - ELEM  
Roxas St. Digos City  
Davao del Sur 8002

Dear Sir/Madam:

As part of our continuing effort to address issues on reconciliation and updating of members' accounts, Billing, Collection and Reconciliation Division (BCRD) of GSIS Davao City Branch Office would like to invite your representatives from your office to meet on May 17, 2018 at 3rd Floor GSIS Bldg. at 2:00 p.m. to 4:00 p.m.

As we will be discussing reconciliation of your agency account on loans, we would appreciate it if you could send your personnel in-charge of preparing the monthly electronic remittance file (ERF) and your Human Resource (HR) personnel maintaining the records of your employees.

Please confirm the names of attendees through telephone number (082) 296-2431 local 304 or via email at these addresses: [esalconera@gsis.gov.ph](mailto:esalconera@gsis.gov.ph); [opbfortuna@gsis.gov.ph](mailto:opbfortuna@gsis.gov.ph).

We are looking forward to meeting with your representatives.

Thank you.

Very truly yours,

  
**MARIA CECILIA G. VEGA**  
Branch Manager