



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



February 17, 2021

DIVISION MEMORANDUM

No. 96,s. 2021

DESIGNATION AS LIAISON OFFICER FOR GSIS CONCERNS

To: ROSARIO B. DIAMANTE – Administrative Officer IV (Cash Section)

1. In addition to your duties and responsibilities as Administrative Officer of the Cash Section, you are here by 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 other government and private agencies/entities with whom this Office have transactions in order to perform official transactions in behalf of this Schools Division Office (SDO).
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 order shall take effective immediately and remains valid until revoked by the Office of the Schools Division Superintendent.
5. For compliance.

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: 67969 TIME: 9:05

BY: [Signature]