



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 10, s. 2022

January 5, 2022

DESIGNATION AS LIAISON OFFICER FOR GSIS CONCERNS

To: **ROSARIO B. DIAMANTE** - Administrative Office IV
(Cash Section)

1. In addition to your duties and responsibilities as Administrative Officer of the Cash Section, you are hereby designated as **LIAISON OFFICER** of the Schools Division of Digos City. As such, you are expected to have effective linkages with the Government Service Insurance System (GSIS) with whom this office has official transactions.
2. Further, you are expected to provide updates to the employees of this SDO if ever there are information that will benefit them, as well as facilitates the compliance of our office thru concerned division or section if there are requirements or obligations that necessitate our action.
3. This function does not carry with it any additional remuneration nor priority in promotion and shall take effect immediately, unless sooner revoked by the approving authority.
4. For your compliance.


CRISTY C. EPE
Schools Division Superintendent

