

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 129, s. 2023

October 3, 2023

RE-ORIENTATION FOR AAOS AND ERF HANDLER

To:

GUY R. MARA-ASIN — ADMINISTRATIVE OFFICER II ALTERNATE AGENCY AUTHORIZED OFFICER

GENIE D. PIUS – ADMINISTRATIVE ASSISTANT III ERF HANDLER

Relative to the letter from GSIS, Davao City, this Office hereby requires the abovementioned to attend the upcoming re-orientation for AAOs and ERF Handlers on October 11, 2023.

Attached is the letter for ready reference.

For guidance and compliance.

For and in the absence of SDS:

SOLLIE B. OLIVER, JD., MATE

Chief ES – SGOD Officer-In-Charge

RECORDS SECTION

ATE: UL

BY:

MaGinhawang Buhay AAOs and ERF Handlers,

In line with our continuing efforts to address issues and concerns raised by our Agency Authorize Officers and ERF Handlers, may we humbly request your presence in our scheduled re-orientation for AAOs and ERF Handlers

Date/Time: October 11, 2023, Tuesday / 8:00am

Place: Hotel De Crisbelle, Purok Gemelina, San Jose (Balutakay), Digos City, Davao Del Sur

Your attendance on the said activity is very important for us to be able to receive your feedbacks.

To confirm your attendance, kindly email jacvelez@gsis.gov.ph, rjong@gsis.gov.ph, maremoreras@gsis.gov.ph or you may call telephone number (082) 296-2431 and look for Ms Joy Alma C Velez.

We look forward to meeting you.

Sincerely yours,

Jonathan Justino G. Madrazo

Branch Manager