



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2025-624

To/From : Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Private Schools Focal
 Senior High School Focal
 Private Secondary School Heads
 SMM&E SEPS & EPS II

Subject : **DISSEMINATION OF MEMORANDUM GASS – 2025-002 ADVISORY ON THE UPDATED CONTACT DETAILS OF THE GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE OPERATIONS AND DATA MANAGEMENT DIVISION (ODMD) AND POLICY REVIEW AND DEVELOPMENT DIVISION (PRDD)**

Date : January 21, 2025

Pursuant to Regional Memorandum QAD-2024-070, re: **Dissemination of Memorandum GASS – 2025-002 Advisory on the Updated Contact Details of the Government Assistance and Subsidies Service Operations and Data Management Division (ODMD) and Policy Review and Development Division**, this Office disseminates the attached Memorandum and its enclosures from Martin B. Española Jr., Project Development Officer IV, Officer-In-Charge, Government Assistance and Subsidies Service, relative to its above-stated advisory.

For information, guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

P

Enclosed: As stated.
 CID/jbc

Schools Division of Digos City
 RECORDS SECTION
RELEASED
 25-70768
 DATE: JAN 21 2025 TIME: 3:04 PM
 BY: *[Signature]*



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
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Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos CI
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 DATE: 16 JAN 2025 TIME: 8:20
 BY: [Signature]

January 14, 2025

REGIONAL MEMORANDUM
 QAD-2025-007

DISSEMINATION OF MEMORANDUM GASS - 2025-002 ADVISORY ON THE UPDATED CONTACT DETAILS OF THE GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE OPERATIONS AND DATA MANAGEMENT DIVISION (ODMD) AND POLICY REVIEW AND DEVELOPMENT DIVISION

To: Assistant Regional Director
 Schools Division Superintendents

1. This Office is disseminating the attached Memorandum and its enclosures from Martin B. Española Jr., Project Development Officer IV, Officer-In-Charge, Government Assistance and Subsidies Service, relative to its **Advisory on the Updated Contact Details of the Government Assistance and Subsidies Service Operations and Data Management Division (ODMD) and Policy Review and Development Division (PRDD)**.
2. For information, guidance and compliance.

ALLAN G. FARNAZO
 Director IV

DEPARTMENT OF EDUCATION DIVISION
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DATE: 16 JAN 2025 TIME: 4:42
 BY: [Signature]

ROQ1/jsa



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph



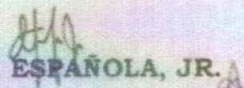


Republic of the Philippines
Department of Education
 GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE

MEMORANDUM
GASS-2025-002
 January 03, 2025

DEPARTMENT OF EDUCATION ROXAS
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 By:
 Date: 1-6-25 Time: 10:14

FOR : UNDERSECRETARIES
 ASSISTANT SECRETARIES
 BUREAU AND SERVICE DIRECTORS
 REGIONAL DIRECTORS
 DIVISION CHIEFS AND HEADS OF OFFICES
 SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOL HEADS
 ALL OTHER CONCERNED

FROM :  **MARTIN B. ESPAÑOLA, JR.**
 Project Development Officer IV
 Officer-in-Charge
 Government Assistance and Subsidies Service

SUBJECT : **ADVISORY ON THE UPDATED CONTACT DETAILS OF THE GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE OPERATIONS AND DATA MANAGEMENT DIVISION (ODMD) AND POLICY REVIEW AND DEVELOPMENT DIVISION (PRDD)**

In line with the formal establishment of the **Government Assistance and Subsidies Service (GASS)** through the Department of Budget and Management's (DBM) approval dated January 15, 2024, which includes the **Operations and Data Management Division (ODMD)** and the **Policy Review and Development Division (PRDD)**, we are pleased to provide the updated contact details below to enhance communication efficiency and promptly address concerns.

GASS Division	Email Address	Category of concerns
ODMD	gass.odmd@deped.gov.ph	All billing-related concerns, including payment status, issues related to the creation of billings, findings from the Learner Information System (LIS), and other operations and data-management related matters.
PRDD	gass.prdd@deped.gov.ph	Policy review and development, policy-related inquiries such as coordination and implementation support, and other legal and compliance matters under PRDD's mandate.



Address: Room A-104, G/F Alonzo Building, DepEd Complex, Meralco Avenue., Pasig City 1600
 Telephone Nos.: (02) 8636-1620
 Email Address: gass@deped.gov.ph

The existing GASS email address, gass@deped.gov.ph, will remain operational and should only be used for general inquiries that do not fall under the categories specified above.

We kindly request your cooperation in directing your concerns to the appropriate division to ensure timely and efficient processing.

For further clarification, please feel free to contact us using the provided email addresses, or you may call us on landline at **(02) 8636-1620**.

Thank you for your attention and continued support.

Copy furnished:

OFFICE OF THE SECRETARY

ANNALYN M. SEVILLA
Undersecretary for Finance

ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance

MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

