



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 002, s. 2026

February 16, 2026

AGENCY AUTHORIZED OFFICERS (AAO) AND ERF HANDLER MEETING

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 meeting for AAO and ERF Handler at GSIS Office, Matina, Davao City on February 19, 2026.

Attached is the letter for ready reference.

For guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent 9

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: 16 FEB 2026 TIME: 4:47 PM
BY: [Signature]



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

INVITATION TO RECONCILE-DEPED DIVISION OF DIGOS CITY

- Mellyn A. Remoreras

To: me, and 5 others, Cc: Fortuna,, and 1 other · Wed, 11 Feb at 6:50 pm

Message Body

MaGinhawang Buhay!

Please acknowledge receipt of the attached signed invitation letter.
We would appreciate if you could reply as soon as possible.
Kindly also go through the attached excel file, our reconciling items.

MS MELANIE P. ESTACIO

Schools Division Superintendent
DEPED DIVISION OF DIGOS CITY
ROXAS COR LOPEZ JAENA ST. DIGOS CITY DAVAO DEL SUR 8002
8002 DIGOS CITY DAVAO DEL SUR

Dear MS ESTACIO,

Following our recent reconciliation of your account, we have determined the total open debits and credits as of December 31, 2025

SEGMENT	PERIOD	DEBIT	CREDIT
SOCIAL INSURANCE FUND	07/1986-12/2025	9,584,921.76	- 3,630,995.48

We would like to setup a meeting with you or personnel from your accounting unit and AAO/ERF Handler as soon as possible so we can finalize the reconciliation process, this coming February 19, 2026 (Thursday) at 9:30 AM here at GSIS Davao Branch office. Please find attached copy of the detailed work file for your reference. We would appreciate it if you could confirm receipt of this letter and the preferred date and time of our meeting.

If you have any questions or require further clarification, please do not hesitate to contact **Ms. Joy Alma C. Velez** through landline number **(082)297-6013** or email addresses jacvelez@gsis.gov.ph or maremoreras@gsis.gov.ph .
Thank you for your immediate attention to this matter.

Stay Safe and God bless,

Mellyn A. Remoreras

Billing and Collection Unit
GSIS Davao Branch Office
Tel. No. 296-2431 / Avaya 3211

CONFIDENTIALITY NOTICE: This email message including any attachment are intended solely for the addressee and may contain legally confidential and privileged information. If you are not the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any disclosure, copying, storage, dissemination or other use of any information in this message or its attachments is strictly prohibited and may expose you to administrative, civil and/or criminal liability. If you received this message in error, please notify the sender immediately by email and delete this message and its attachments from your system.