



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 094

To : **JAKE LLOYD S. VENCIO – Administrative Officer V**
In lieu of the Head of Agency (HOA)

GUY R. MARA-ASIN – ADMINISTRATIVE OFFICER II
Alternate Agency Authorized Officer

Subject : **ATTENDANCE ON TRAINING FOR CY 2026 Primary AAO and HEAD OF AGENCY (HOA) or AUTHORIZED ENDORSING OFFICER (AEO) ON CLAIMS**

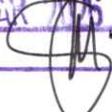
Date : March 24, 2026

Relative to the Letter from GSIS, Davao City, this Office hereby requires the abovementioned to attend the Orientation at The Pinnacle Hotel and Suites, Sta. Ana Avenue, Poblacion Davao City (near Gmall Davao) on March 25, 2026.

Attached is the letter for ready reference.

For guidance and compliance.


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

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: 24 MAR 2026 TIME: 2:21 P
 BY: 



CY 2026 Primary AAO and HEAD OF AGENCY (HOA) or AUTHORIZED ENDORSING OFFICER (AEO) on CLAIMS Training_DEPED

MaGinhawang Buhay!

Dear Remitting Agency,

We cordially invite you to our CY 2026 Primary AAO and HEAD OF AGENCY (HOA) or AUTHORIZED ENDORSING OFFICER (AEO) on CLAIMS Training.

March 25, 2026-Wednesday-08:00am to 3:00pm

The Pinnacle Hotel and Suites, Sta Ana Avenue, Poblacion Davao City (near GMall Davao).

There are 2 seats allotted for each agency (PRIMARY AAO and HEAD OF AGENCY (HOA) OR AUTHORIZED ENDORSING OFFICER (AEO) on CLAIMS). If the Primary AAO is not available to join the seminar/re-orientation the Alternate AAO is advised to attend.

For agencies that have not yet enrolled or submitted their HOA/AEO: Kindly submit the fully filled up attached application forms as soon as possible **together with the latest AIS 1st SEMESTER 2026 for verification of specimen signature. Email directly to Sir Jol Beran at jolberan@gsis.gov.ph** copy furnish this office. See attached files.

Kindly disregard if you have already submitted your AIS for 1st semester and enrolled your HOA/AEO for Claims.

Stay Safe and God bless,

Mellyn A. Remoreras

Billing and Collection Unit

GSIS Davao Branch Office

Tel. No. 296-2431 / Avaya 3211