



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

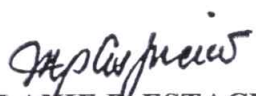
OSDS-20256 - 224

To : FRANCIS JUDE D. ALCOMENDRAS – AO V
MYHARRA FAYE LL. BALINGIT – AO IV (AAO)
GUY R. MARA-ASIN – AO II (PAYROLL-IN-CHARGE)
GENIE D. PIUS – ADAS III (ERF HANDLER)

Subject : Corrigendum to the Coordination Meeting with Department of Education (DEPED) Region XI and Government Service Insurance System (GSIS)

Date : August 17, 2026

1. This has reference to Regional Memorandum AD-2026-193 issued on August 11, 2026 by Maria Ines C. Asuncion, Director IV, Department of Education Region XI Office, Davao City titled: *“Coordination Meeting with Department of Education (DepEd) Region XI and Government Service Insurance System (GSIS),”* attached with the copy of the letter dated July 31, 2026 of Gilbert T. Sadsad, Member, GSIS Board of Trustees, Government Service Insurance System (GSIS), Metro Manila.
2. The venue to the coordination meeting on **August 19, 2026** shall be changed at the **DepEd NEAP XI**, Davao City.
3. Travel and other incidental expenses related to the attendance of the above-mentioned activity shall be charged to local funds subject to the usual accounting rules and regulation.
4. For immediate dissemination and proper guidance.


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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: 18 AUG 2026 TIME: 2:57
BY: 





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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-20256 ~225

To : FRANCIS JUDE D. ALCOMENDRAS – AO V
MYHARRA FAYE LL. BALINGIT – AO IV (AAO)
GUY R. MARA-ASIN – AO II (PAYROLL-IN-CHARGE)
GENIE D. PIUS – ADAS III (ERF HANDLER)

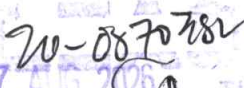
Subject : Coordination Meeting with Department of Education (DEPED) Region XI and Government Service Insurance System (GSIS)

Date : August 17, 2026

1. This has reference to Regional Memorandum AD-2026-193 issued on August 11, 2026 by Maria Ines C. Asuncion, Director IV, Department of Education Region XI Office, Davao City titled: *“Coordination Meeting with Department of Education (DepEd) Region XI and Government Service Insurance System (GSIS),”* attached with the copy of the letter dated July 31, 2026 of Gilbert T. Sadsad, Member, GSIS Board of Trustees, Government Service Insurance System (GSIS), Metro Manila.
2. The regional memorandum announced that there will be a coordination meeting on **August 19, 2026** at the **DepEd RO XI Office**, F. Torres Street, Davao City. In view thereof, you are hereby directed to attend the said meeting at the date and place indicated.
3. Travel and other incidental expenses related to the attendance of the above-mentioned activity shall be charged to local funds subject to the usual accounting rules and regulation.
4. For immediate dissemination and proper guidance.


MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION


DATE: 17 AUG 2026 TIME: 7:30 P
BY: 





Republic of the Philippines
Department of Education
DAVAO REGION

August 17, 2026

REGIONAL MEMORANDUM
AD-2026-144

ADJUSTMENT TO THE COORDINATION MEETING WITH DEPARTMENT
OF EDUCATION (DEPED) REGION XI AND GOVERNMENT
SERVICE INSURANCE SYSTEM (GSIS)

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of the Functional Divisions – AD and FD

1. In reference to Regional Memorandum AD-2026-139 relative to the conduct of Coordination Meeting with DepEd and GSIS on August 19, 2026, the following information is hereby disseminated:

- a. Venue: Emerald Hall, NEAP RXI, E. Quirino Ave., Davao City
- b. Participants:

Participants	Time
1. Regional Director 2. Assistant Regional Director 3. Schools Division Superintendents 4. C.O. Representative/s 5. CAO – AD and FD 6. RO Accountant 7. RO AAO 8. RO HRMO 9. RO ERF Handler 10. RO Payroll In-charge 11. Secretariat	8:00am-12:00 noon
Region and Division 1. AAO 2. HRMO 3. ERF Handler 4. Payroll In-charge	1:00pm-5:00pm

2. Meals will be provided by GSIS (am snacks, lunch and pm snacks) while travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

3. For information and strict compliance.

MARIA INES C. ASUNCION
Director IV

Digitally signed by
Records Section
Date: 2026.08.17 11:15:26 +0800

Enclosed: As Stated

ROA5/PS/aas

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By:



Address: 1111 Torres St., Davao City (8000)

Telephone Nos.: (082) 291-0051

Email Address: region11@depd.gov.ph

Website: www.depdroxi.ph





Republic of the Philippines
Department of Education
DAVAO REGION

August 11, 2026

REGIONAL MEMORANDUM
AD-2026-139

COORDINATION MEETING WITH DEPARTMENT OF EDUCATION (DEPED)
REGION XI AND GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of the Functional Divisions – AD and FD

1. In reference to the letter dated July 31, 2026 from Gilbert T. Sadsad, Member of GSIS Board of Trustees, this Office will conduct a Coordination Meeting on August 19, 2026 at DepEd RO XI.
2. The meeting aims to strengthen the existing mechanism governing remittances, reduce Unpaid Premium Receivables, and harmonized processes between GSIS Billing and Payroll Processes.
3. Anent to this, the following officials and personnel are directed to attend the meeting:

Participants	No. of Participants
A.) Regional Office:	
1. Regional Director	1
2. Assistant Regional Director	1
3. CAO	2
4. Accountant	1
5. AAO	1
6. HRMO	1
7. ERF Handler	1
8. Payroll In-charge	1
9. Secretariat	3
B.) SDO Participants (1 pax/ division)	
1. Schools Division Superintendents	12
2. AAO	11
3. HRMO	11
4. ERF Handler	11
5. Payroll In-charge	11
C.) Other Participants	
1. GSIS Representatives	4
2. Central Office Representatives	3
Total	75



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Republic of the Philippines
Department of Education
DAVAO REGION

4. Meals will be served (am snacks, lunch and pm snacks) charged to Regional Office Funds, while travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. For information and strict compliance.

MARIA INES C. ASUNCION
Director IV

Enclosed: As Stated.

ROA5/PS/aas

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
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Records Section
Date: 2026.08.13 08:21:33 +0800



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





July 31, 2026

MARIA INES C. ASUNCION

Regional Director
DepEd Regional Office - XI
Davao City

Dear RD Asuncion:

Hope this letter finds you well.

Among my tasks, as a Member of the Board of Trustees of the Government Service Insurance System (GSIS) representing the Education Sector, is to ensure that all members, particularly teaching and non-teaching personnel, are given the necessary updates and appropriate entitlement to benefits provided by GSIS.

On this note, we would like to seek a meeting with you, including your Assistant Regional Director, the morning of **August 4, 2026**. You may also invite your respective Schools Division Superintendents to attend the said activity. After that, we request a meeting with your Regional Payroll In-charge, SDO AAOs, and SDO ERF Handlers.

Our meeting with you and your select personnel aims to strengthen the existing mechanisms governing remittances, reduce Unpaid Premium Receivables, and harmonize processes between GSIS billings and Payroll Processes.

Attached to this letter is a sample draft of the Regional Memorandum for your reference.

Looking forward to this effort as a milestone in resolving recurring issues related to this matter.

Thank you.

Very truly yours,

GILBERT T. SADSAD
Member
GSIS Board of Trustees