



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 037, s. 2024

May 17, 2024

**AGENCY AUTHORIZED OFFICERS (AAO) AND ELECTRONIC REMITTANCE
FILE (ERF) HANDLERS RE-ORIENTATION SEMINAR**

To : **NORELIZA A. MISAL - ACCOUNTANT III**
Remitting Agency Officer

MYHRRA FAYE L. BALINGIT - ADMINISTRATIVE OFFICER IV
Agency Authorized Officer

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

GENIE D. PIUS - ADMINITRATIVE ASSISTANT III
ERF Handler


Relative to the Memorandum from GSIS, Davao City, this Office hereby requires the abovementioned to attend the upcoming re-orientation for AAOs and ERF Handlers at Davao City Recreation Center, 971 Quezon Boulevard, Davao City on May 23, 2024.

Attached is the letter for ready reference.

For guidance and compliance.


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

Schools Division of Digos City
RECORDS SECTION

24-121634
DATE: MAY 21 2024 TIME: 1:37 PM
BY: 



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



MEMORANDUM

For : **The Heads of Government Agencies**
GSIS Davao Branch Coverage

Through : **The Agency Authorized Officers**

From : **The Officer-in-Charge**
Membership Department, Visayas-Mindanao Group

Date : May 07, 2024

Subject : Agency Authorized Officers (AAO) and Electronic Remittance File (ERF) Handlers Re-orientation Seminar

The Membership Department in coordination with GSIS Davao Branch Office, will conduct a re-orientation seminar for the Principal AAOs and ERF Handlers in Davao City Recreation Center, 971 Quezon Boulevard, Davao City on May 23, 2024, Thursday from 08:00AM to 12:00NN.

The seminar aims to discuss about GSIS updates, WebMSP, billing, remittance and the common issues and concerns of the agencies in relation to employee's records.

We also aim to recognize the exemplary performance of our partner AAOs and ERF Handlers.

In this regard, we respectfully request your AAOs and ERF Handlers to attend this seminar.

We would appreciate confirmation of their attendance not later than May 17, 2024 thru email to Mr. Jolouis L. Beran at jolberan@gsis.gov.ph. You may also contact us at 0929 797 2148.

Thank you for your partnership. We are looking for a fruitful meeting with your representatives.

JOEFREY N. MOLENO
OIC-Manager