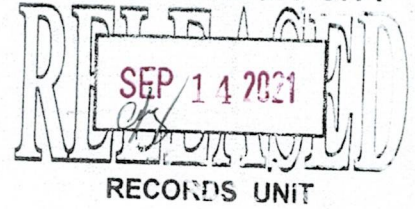




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

DEP-ED - TABUK CITY



DIVISION MEMORANDUM

No. 243 s. 2021

TO : **School Heads**
All Concerned Employees

DATE : September 14, 2021

SUBJECT : **SUBMISSION OF CONTACT DETAILS(CELLPHONE NUMBER AND EMAIL ADDRESS) TO GOVERNMENT SERVICE INSURANCE SYSTEM(GSIS).**

1. The Government Services Insurance System(GSIS) informed and requested this office on the submission of contact details of some SDO Tabuk City Personnel. The said contact details will be used by the GSIS for easier information dissemination especially on the updating of the member's monthly contributions, loan payments and other benefits. Rest assured that all information submitted will be kept confidential and for record purposes only.
2. In relation to this, the office is requesting all concerned School Heads to consolidate and submit the needed contact details to Ms. Lovelyn L. Mukay on or before September 24, 2021.
3. Below is the template that will be used in consolidating the needed details. Please find attached list of employees forwarded by the GSIS for your reference.

No.	Employee Number	Complete Name	Cellphone Number	Email Address
1	1234567	Juan L. Dela Cruz	09151234567	juan.delacruz@deped.gov.ph
2				

4. For immediate action and widest dissemination.

IRENE S. ANGEWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

