



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the Curriculum and Implementation Division
Capitol Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph (035) 225 1622

January 25, 2018

DIVISION MEMORANDUM
NO. 63, s. 2018

TO : Assistant Schools Division Superintendent
Chief, CID & SGOD
Division Education Program Supervisors
Public School District Supervisors
Public School Elementary School Heads
All Other Concerned

SUBJECT : **SUBMISSION OF TEACHING AND NON-TEACHING PERSONNEL AGING 55 YEARS &
ABOVE AND LIST OF NEWLY HIRED WITHOUT UMID CARD AND HAVE NOT
ATTENDED A GSIS ORIENTATION**

- =====
1. The field is hereby advised to submit **List of Teaching and Non-Teaching Personnel aging 55 years old & above and List of Newly Hired Teaching and Non-Teaching without UMID Card and have not attended a Government Service and Insurance System (GSIS) Orientation** using the attached template.
 2. Also attached is the letter from GSIS Dumaguete Branch.
 3. Please submit the above list **on or before January 30, 2018**.
 4. For your information and guidance.

For:  **SALUSTIANO T. JIMENEZ, CESO VI**
OIC, Assistant Regional Director 
Concurrent Schools Division Superintendent

/carmi'2018

DISTRICT : _____

A. List of Teaching and Non-Teaching Personnel aging 55 years old & above

NO.	NAME	POSITION	SEX		AGE	DATE OF BIRTH	SCHOOL	Attended GSIS Pre-retirement Seminar (Pls Check)	
			MALE	FEMALE				Yes	No
1									
2									
3									

B. List of Newly Hired Teaching and Non-Teaching Personnel without UMID Card and have not attended a Government Service and Insurance System (GSIS) Orientation

NO.	NAME	POSITION	SEX		DATE OF BIRTH	SCHOOL
			MALE	FEMALE		
1						
2						



Government Service Insurance System
Maaasahan ng Lingkod-Bayan
DUMAGUETE BRANCH OFFICE
North Road, Daro, Dumaguete City
(035) 2250370

RECEIVED
4-63
DATE: 12 JAN 2018
TIME: 2
BY: [Signature]
RECORD SECTION

January 10, 2018

The Division Superintendents
Department of Education

Divisions of

NEGROS ORIENTAL- ✓ARD/SDS SALUSTIANO JIMENEZ
City of DUMAGUETE- SDS EVANGEL M. LUMINARIAS
SDS TANJAY - SDS DEXTER Y. AGUILAR
City of Bais - SDS ORLANDO G. CADANO
City of GUIHULNGAN- SDS LELANIE T. CABRERA
City of BAYAWAN - SDS MA. THERESA V. AVANZADO
Siquijor Division - SDS RONALD G. GUTAY

Thru: HUMAN RESOURCE OFFICER

Purpose & Subject : Request for DEPED Memo
Attendance to Pre- Retirement Seminar
& NEO- New Employees Orientation

Sir/Madam:

Happy New Year 2018.

GSIS DUMAGUETE Branch continues to provide efficient service delivery to its Active Members in NEGROS ORIENTAL and SIQUIJOR by being transparent and member-focused.

We will be conducting Monthly PRE RETIREMENT SEMINARS and NEO- NEW EMPLOYEES ORIENTATION, as indicated in our some important information below:

1. **PRE RETIREMENT SEMINAR-** every First Friday of the Month from 9:00 to 11:00 o'clock in the morning at the 2nd floor Training Room.

WHO ARE INVITED TO ATTEND

DEPED Employees – with ages 55 and above; but it will be **MANDATORY** for those who will file an **Application for Retirement from JANUARY 1, 2018 up to December 31, 2018.**

Likewise, aside from being **MANDATORY to ATTEND** for those who will be retiring this year 2018 (**OPTIONAL or COMPULSORY-65 years old**), they are required to **FILE an MRF (Members Request Form)** with GSIS DUMAGUTE Branch for purposes of **RECONCILIATION** of their Compulsory Premiums and Service Loans.

The MRF-Reconciliation should be filed once they submit an Application for Retirement with their respective Division Offices and NOT to wait until their retirement papers will reach GSIS coming from DEPED Regional Office Cebu which will take a long time.

GSIS cannot process an Application for Retirement without MRF- Reconciliation (premiums and loans) filed within **60 days before DOR or Date of Retirement.**

2. Hereunder are the assigned Division Schedules for PRE Retirement Seminars to be held every First Friday of the Month.
 - a. DIVISION of NEGROS ORIENTAL – FEB., MARCH and APRIL 2018
 - b. DIVISION OF DUMAGUETE – MAY 2018
 - c. DIVISION OF TANJAY - JUNE 2018
 - d. DIVISION OF BAIS - JULY 2018
 - e. DIVISION OF BAYAWAN – AUGUST 2018
 - f. DIVISION OF GUIHULNGAN – SEPTEMBER 2018
 - g. DIVISION OF SIKUIJOR - OCTOBER 2018

3. However, for ~~TEACHERS/NON-TEACHERS~~ whose Date of Retirement (DOR) is PRIOR to the assigned Division Schedules (as mentioned above), the concerned personnel are **REQUIRED TO ATTEND** in any other month schedule.

(Example, if Teacher A is from BAYAWAN Division- whose DOR or Date of Retirement is March 2018, he/she can attend the February Schedule and need not wait for the BAYAWAN Schedule).

4. We will attach to this letter a copy of GSIS Members Request Form (MRF) so that Division Office can reproduce and provide copy to our retiring teachers/non-teachers and to be submitted to GSIS as soon as concerned teacher/non-teacher submits an Application for Retirement with Division Office. **The MRF must be accompanied by an UPDATED Service Record for an MRF alone is not accepted.**
5. We will have a **NEO or New Employees Orientation** (with BP Numbers) for newly hired personnel to be held every **Second Wednesday of the Month from 9-11:00** in the morning at the 2nd floor Training Room. They shall proceed immediately for UMID enrolment after the seminar.
6. This letter shall serve as their request for TO or Travel Order and we request for a DEPED Division Memo for this purpose.
7. It is very important that the Division Office thru the AAO or HRO, will send an email to GSIS, copy of List of Personnel who will attend the seminars (Pre Ret and NEO), so that we can prepare, and kindly refer to details below:

EMAIL ADD; Johnadel C. Leong at jcleong@gsis.gov.ph
Contact Numbers: (035) 4224032; 0926-2550370

8. We need your full cooperation in this very important purpose.

Looking forward for a kind and immediate attention.

Cordially yours,

Atty. Mercedes VPE Enriquez
Branch Manager

1/11/2018