



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

29 March 2023


DIVISION MEMORANDUM

No. 161, s. 2023

GSIS NEW EMPLOYEES' ORIENTATION (NEO)

To: **EMELIA L. ALQUISALAS, Teacher I**
RYAN S. ABARQUEZ, Teacher I
RHEAMIE C. MAGRIÑA, Administrative Aide VI
CLYDE KAYE E. MAGTRAYO, Teacher I
This Division

1. You are hereby directed to attend the GSIS New Employees' Orientation on **March 31, 2023, 1:00 PM – 5:00 PM** at **Chali Beach Resort and Conference Center, Cugman, Cagayan de Oro City**.
2. The orientation aims to meet the following objectives:
 - a. provide information/s all about the Government Service Insurance System policies, guidelines, and programs; and
 - b. orient newly hired government employees of their GSIS social insurance benefits and service privileges.
3. This memorandum shall serve as your **Official Authority to Travel**.
4. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and dissemination of this memorandum is desired.


VICTOR G. DE GRACIA JR., PhD, CESO V
Assistant Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

ORIENTATION



Address: Zone 3, Poblacion, El Salvador City

Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph