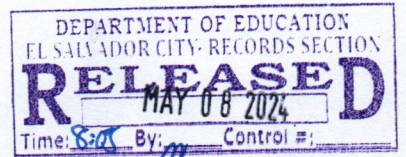




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent


6 May 2024

DIVISION MEMORANDUM
No. 198, s. 2024

ATTENDANCE TO THE GSIS PRE-RETIREMENT SEMINAR

To: **RANDOLPH B. TORTOLA**, SDS
GLADYS GRACE H. CABELTES, MEDICAL OFFICER III
FE B. REQUILME, TEACHER I
ROQUE B. LABIS, JR., TEACHER I
ROSEMARIE U. SAGUING, HEAD TEACHER III
CYNTHIA G. NERI, TEACHER II
CHARITO E. LUMAMBA, TEACHER III
This Division

1. Relative to the Government Service System (GSIS) Invitation, this Office directs the above-mentioned participants to attend the GSIS Pre-Retirement Seminar on May 8, 2024 (Wednesday) at 1:00 pm-5:00 pm, at the Chali Beach Resort, Cugman, Cagayan de Oro City.
2. The seminar aims to:
 - a. orient members who are about to retire from the government service, and
 - b. it provides information on what to expect upon retirement and the procedures on how to apply.
3. This memorandum shall serve as your **Official Authority to Travel**.
4. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

SEMINAR ATTENDANCE

ASDS/rcm



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882-6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners





Government Service Insurance System
 Paseguruhan ng mga Naglilingkod sa Pamahalaan
CAGAYAN DE ORO BRANCH OFFICE



April 19, 2024

VICTOR DE GRACIA JR., PhD
ARD CONCURRENT SDS
DEPED DIV OFC, EL SALVADOR CITY
POBLACION, EL SALVADOR, MISAMIS ORIENTAL 9017

RECEIVED
 B: PAC
 DA: 5/10/24 10:10 am
 [Signature]

Dear SUPERINTENDENT DE GRACIA:

The Government Service Insurance System (GSIS) Cagayan de Oro Branch Office will conduct a **PRE-RETIREMENT SEMINAR** scheduled as follows:

Date of Orientation	Time	Venue
May 8, 2024, Wednesday	1:00 -5: 00PM	CHALI Beach Resort Cugman, Cagayan de Oro City

The seminar aims to orient members who are about to retire from the government service. It provides information on what to expect upon retirement and the procedures on how to apply. Suggested participants are members 55 to 65 years old and/or members intending to retire/separate from government service in the coming year.

Since this seminar will be conducted with employees from other government agencies, we have allotted **SEVEN (7) slots** for participants from your agency. For confirmation of attendance, please submit the names of your participants with pertinent details as follows:

GSIS Business Partner (BP) Number	Last Name	First Name	Middle Name	Employment Status (Casual, Permanent, Co-terminous, etc.)	Designation/ Position Title
Ex. 2002xxxxxx	De La Cruz	Juan	Luna	Casual	Administrative Assistant

We would appreciate your response on this invitation including the submission of the names of the attending employees **on or before of April 30, 2024 Tuesday**. Please submit the list of attendees thru email address vajbianubas@gsis.gov.ph or call (088) 858-5818 and look for Ms. Vanissa Jean B. Janubas.

We look forward to the attendance of your personnel and best regards.

Very truly yours,

ERWIN E. CASICAS
 Branch Manager

Mayor P.N. Roa St., Brgy. Carmen, Cagayan De Oro City



www.gsis.gov.ph
 facebook.com/gsis.ph

GSIS Official
 gsiscco@gsis.gov.ph

(088) 858-5818