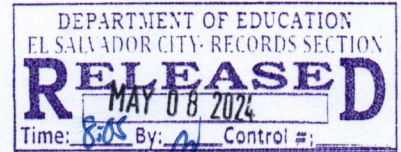




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent


6 May 2024

DIVISION MEMORANDUM  
No. 199, s. 2024

**ATTENDANCE TO THE GSIS NEW EMPLOYEES' ORIENTATION**

To: **ANDRIE CRIS L. SAGUING**, ADAS-III  
**THERESE CHARMAINE Y. ESTAÑO**, ADAS I  
**JON LOUIS O. DACOCO**, ADA-VI  
**ADRIAN KIRBY P. SAARINAS**, ADA-VI  
This Division

1. Relative to the Government Service System (GSIS) Invitation, this Office directs the above-mentioned participants to attend the GSIS New Employees Orientation on May 10, 2024 (Friday) at 1:00 pm-5:00 pm, at the Mallberry Hotel, Florentino St., Limketkai Drive, Cagayan de Oro City.
2. The seminar aims to:
  - a. Orient members who are newly hired from the Government Agency, and
  - b. It provides information on GSIS social benefits and loan privileges.
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](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto: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 22, 2024

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

**RECEIVED**  
BY: PAC  
DATE: 5/6/2024 10:00am  
[Signature]

Dear SUPERINTENDENT GRACIA:

The Government Service Insurance System (GSIS) Cagayan de Oro Branch Office will conduct the **NEW EMPLOYEES' ORIENTATION (NEO)** scheduled as follows:

Date of Orientation	Time	Venue
May 10, 2024, Friday	1:00 - 5:00PM	Mallberry Hotel Florentino St., Limketkai Drive, Cagayan de Oro City

The NEO aims to orient newly-hired government employees (i.e., with employee-employer relationship and receiving fixed monthly compensation) of their GSIS social insurance benefits and loan privileges as well as other *Ginhawa* services.

Since this seminar will be conducted with employees from other government agencies, we have allotted **FOUR (4) 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 the closing of office hours of May 3, 2024**. Please submit the list of attendees thru email address [vajbjanubas@gsis.gov.ph](mailto:vajbjanubas@gsis.gov.ph) or call (088) 858-5818 and look for Ms. Vanessa 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  
gsiscdo@gsis.gov.ph

(088) 858-5818