



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF SAGAY CITY**

02 AUG 2024

**DIVISION MEMORANDUM**

No. 467, s. 2024

**DEPED-GSIS RECORDS/ REMITTANCE RECONCILIATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Public Schools District Supervisors / CLD  
Public Elementary and Secondary School Heads  
All Others Concerned


1. The field is hereby inform that DepEd and Government Service Insurance System (GSIS) is currently in the process of reconciling all remittances which are tag as "for clarification".

2. One of the documents needed by the GSIS in order to facilitate the on going activity is the updated and correct service record of the members. In view of these, all school heads are hereby instructed to submit the service record of all Teaching/Non-Teaching personnel in their respective schools and to be uploaded to the SDO-Personnel Section through the link provided.

<http://tinyurl.com/SDOSagayUpdatedSR>

3. Deadline for the submission is on September 30, 2024.

4. Immediate dissemination of this Memorandum is desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

No Pages including this Document: 1

Enclosure : As stated,

Reference : As stated

Encl.: As stated

ADMIN/NABDON 8/01/24