



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

02 AUG 2024

DIVISION MEMORANDUM

No. 904, s. 2024

REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS) TOUCH FOR ALL DEPED TEACHING AND NON-TEACHING PERSONNEL

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. Enclosed is a copy of **Regional Memorandum No. 672 s.2024** dated July 31, 2024 and **Unnumbered DepEd Memorandum** dated July 22, 2024 titled "*Registration to Government Service and Insurance System (GSIS) Touch for all DepEd Teaching and Non-teaching Personnel*".
2. All DepEd employees are advised to register in the GSIS Touch for convenient transaction with GSIS.
3. Immediate dissemination of this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

No Pages including this Document: 4

Enclosure : As stated,

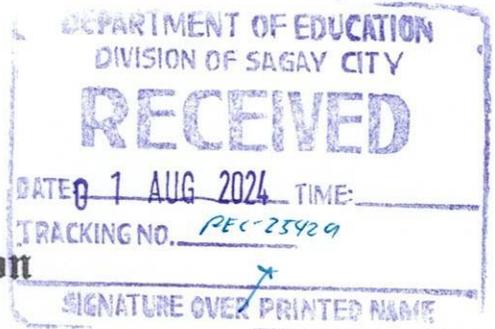
Reference : As stated

Encl.: As stated

ADMIN/NABDON 8/01/24



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS



REGIONAL MEMORANDUM

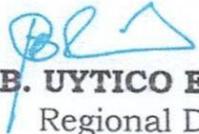
No. 672 s. 2024

JUL 31 2024

**REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)
TOUCH FOR ALL DEPED TEACHING AND NON-TEACHING PERSONNEL**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum dated July 22, 2024 from Analyn M. Sevilla, *Office of the Undersecretary, Employee Account Management Division (EAMD), Department of Education, Finance Service*, relative to the Registration to Government Service and Insurance System (GSIS) Touch for all DepEd Teaching and Non-teaching Personnel.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Incl: As stated

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

FUNDS
BENEFITS
EVALUATION

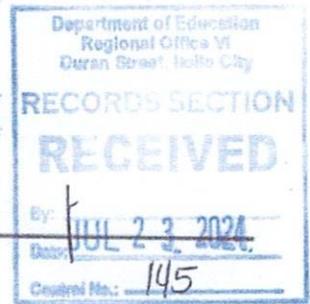


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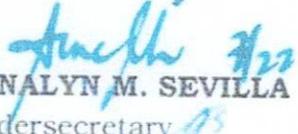
Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM

July 22, 2024

For : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CENTRAL OFFICE PERSONNEL
ALL TEACHING AND NON-TEACHING PERSONNEL**

FROM : 
ANNALYN M. SEVILLA
Undersecretary

SUBJECT : **REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE
SYSTEM (GSIS) TOUCH FOR ALL DEPED TEACHING AND NON-
TEACHING PERSONNEL**

To ensure that all DepEd teaching and non-teaching personnel are fully informed about the service and advantages offered by GSIS, this office strongly encourages and advocates the registration to the "GSIS Touch" which is a vital platform that facilitates convenient access to GSIS benefits and services.

The following are the steps to register to the GSIS Touch:

- Step 1:** Open an Account
- Download the GSIS TOUCH MOBILE APP.
 - Enter your Birthdate and BP number to create an account.
- Step 2:** Enter the One Time Pin (OTP)
- An OTP will be sent to your registered mobile number.
 - Enter the OTP on the portal to validate your registration.
- Step 3:** Create Username and Password
- Follow the prompts to create a username and password for your GSIS touch account.

If your mobile number is not registered or needs updating, use any of the following materials:

- Visit GWAPS Kiosk
- Contact the Authorized Agency Officer (AAO), or
- Visit the nearest GSIS Branch



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Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebpm@deped.gov.ph

All personnel must complete the registration process for GSIS Touch. Failure to comply may result in delays in accessing GSIS benefits and services.

Immediate dissemination and compliance with this Memorandum are desired. For inquiries, please contact **Finance Service - Employee Account Management Division (FS-EAMD)** at 8633-7248 or email at fs.eamd@deped.gov.ph.

AS 7/22

