



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-0002

To : **RAUL. E GACUS**, Administrative Officer V  
**ROSALIE D. ESTIMADA**, Budget Officer  
**GLENN B. SEPARIS**, Accountant III  
**NEO CARLO R. MAGNO**, Administrative Officer IV  
**JENECES GRACE L. BUCAN**, Administrative Officer II/ ERF Handler  
**IONE JEAN B. AMOGUIS**, Administrative Officer II / AAO  
**JOHN OSLEC F. BAWI-IN**, Administrative Assistant III/ Alternate AAO  
**LEAH F. LIM**, Administrative Assistant II/ PCNHS ERF Handler

Subject: **GSIS PREMIUM RECONCILIATION MEETING**

Date : January 6, 2025

Please be informed that GSIS Tagum Branch together with the GSIS personnel from their Head Office will conduct some briefing for interview regarding the premium reconciliation project, on January 6, 2025, Monday at the Division Training Center, Division Office of Panabo City at 1 PM. In line with this, you are hereby advised to attend.

For strict compliance.

**JINKY B. NIRMAL, Ph.D, CESO VI**  
 Schools Division Superintendent

**RELEASED**

**JAN 07 2025**

Enclosed: as stated

OSDS/DPSU/jglb

RECORDS SECTION, SDO PANABO CITY  
 BY



Schools Division Office of Panabo City  
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
 Tel. Nos. (084)823 1469, (084) 628 4066  
 Email: panabocity.division@deped.gov.ph



6 of 4,316

## Compose

Mail

Chat

## Meet

 **Inbox**

222

☆ Starred

 Snoozed

➤ Important

**Sent**

 Scheduled

 **Drafts**

54

 All Mail

 Spam

 Trash

▼ More

## Labels

- ▶ [Imap]/Drafts

### Premium Reconciliation Meeting

External inbox x



**Alingalan, Sharon Ruth C. via [depedph.onmicrosoft.com](mailto:depedph.onmicrosoft.com)**

to me, [ionejean.buscas@deped.gov.ph](mailto:ionejean.buscas@deped.gov.ph), [johnoslec.bawlin@deped.gov.ph](mailto:johnoslec.bawlin@deped.gov.ph), [ncrmagno@gmail.com](mailto:ncrmagno@gmail.com), [giennseparis@yahoo.com](mailto:giennseparis@yahoo.com), Oscar, Christopher, Mercedes, Ma, Gaea, Ludwig, Rafael

Good Day, AAOs/ERF Handler/Accountant:

May we ask for your permission and time this coming January 6 or 8, 2025 maybe in the afternoon , we will be visiting your office regarding premium reconciliation.

Our personnel from our Home Office will conduct some briefing for interview regarding this premium reconciliation project.

1. DepEd Panabo City
2. Panabo NHS

May we also request AAO or ERF Handler from Panabo NHS to join the meeting on the said date.

Will just update you of the exact time.

Thank you for your cooperation and support to the System.

Thank you,

Sharon Ruth C. Alingalan

GSIS Tagum Branch Office

Avaya 3227

GSIS Call Center numbers: PLDT 1-800-10-847-4747; globe 1-800-8-847-4747

**CONFIDENTIALITY NOTICE:**

This email message including any attachment are intended solely for the addressee and may contain legally confidential and privileged information. If you are not the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any disclosure, copying, storage, dissemination or other use of any information in this message or its attachments is strictly prohibited and may expose you to administrative, civil and/or criminal liability. If you received this message in error, please notify the sender immediately by email and delete this message and its attachments from your system.

\*CONFIDENTIALITY NOTICE: This email message including any attachment are intended solely for the addressee and may contain legally confidential and privileged information. If you are not the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any disclosure, copying, storage, dissemination or other use of any information in this message or its attachments is strictly prohibited and may expose you to administrative, civil and/or criminal liability. If you received this message in error, please notify the sender immediately by email and delete this message and its attachments from your system.\*