



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of Cebu Province

June 19, 2023

DIVISION MEMORANDUM

No. 218, s. 2023

MEETING-WORKSHOP WITH GSIS PERSONNEL

To: **Division AAOs**
Division ERF Handlers
Division HRMO
Division Accountant
Division Budget Officer
Division Cashier
Service Records In-charged
Bookkeepers of IUs

1. Please be informed that a Meeting-Workshop with the personnel of GSIS, is set on *June 23, 2023, from 8:00 am until 12:00 pm, at the Ecotech Center, Lahug, Cebu City*, this, after the said office requested the same through a letter dated June 06, 2023.
2. This activity is part of the effort of this office and GSIS in the updating of records of the members and the reconciliation of unpaid premium payments which will eventually help in the orderly application of claims of the members with GSIS in the future.
3. Expenses incurred during the conduct of the activity, which will include a morning snack, lunch, venue rental, cost of materials, and other incidental expenses relative to the conduct of the activity, shall be chargeable against DIVISION MOOE FUND, while traveling expenses shall chargeable to SCHOOL MOOE FUND.
4. This Memorandum shall serve as your Authority to Travel.
5. For strict compliance and for widest dissemination.

SENEN PRISCOLO P. PAULIN, Ed. D., CESO V
Schools Division Superintendent

SPPP/jcd