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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 5, 2023

REGIONAL MEMORANDUM

No. **409** - s. 2023

**UPDATING OF PERSONAL INFORMATION IN THE GOVERNMENT
SERVICE INSURANCE SYSTEM (GSIS) DATABASE**

To: Schools Division Superintendents
School Heads of Elementary and Secondary Schools
Agency Authorized Officers
All Others Concerned

1. Attached is a letter of Ms. Rosenie G. Chavez, Branch Manager, Government Service Insurance System, Tacloban Branch, requesting updating of DepEd employees' contact numbers, email addresses, and mailing addresses.
2. Relative thereto, the Schools Division Offices and Schools through the designated Agency Authorized Officers (AAOs) are requested to upload Agency Remittance Advice (ARA) Form E containing the list of employees with updated information in the webMSP to ensure receiving updates/vital information from GSIS.
3. Immediate dissemination of and compliance with this Memorandum are desired.

for: *Mm*
EVELYN R. FETALVERO, CESO IV
Regional Director *ef*

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

AGENCY AUTHORIZED OFFICER
AGENCY REMITTANCE ADVICE
DATABASE
GSIS
PERSONAL INFORMATION
UPDATE



AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
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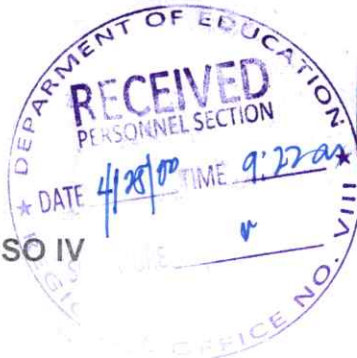


GSIS

Government Service Insurance System

Tacloban Branch Office, Marasbaras, Tacloban City, 6500, Tel. No. (053) 523-0125

April 20, 2023



DIR. EVELYN R. FETALVERO, CESO IV

Regional Director
DepEd Regional Office 8
Candahug, Palo, Leyte

Attention: EVA D. ROSALES, AAO

Dear Dir. Fetalvero:

In line with our discussion this morning, may we request for the updating of DepEd employees' contact numbers, email addresses and mailing addresses in the GSIS database by sending the prescribed ARA from E for the employees in every Division Office.

We would appreciate if our AAOs will upload the ARA Form E containing the list of employees with updated information in the webMSP so our Membership Department can act on the matter and have the member's basic information reflected in the GSIS database which is vital in sending communication to them.

Thank you very much for our partnership.

God bless.

Sincerely yours,


ROSENIE G. CHAVEZ
Branch Manager