



Republic of the Philippines  
**Department of Education**  
**Caraga Region XIII - Caraga**  
J.P. Rosales Ave., Butuan City



October 8, 2018



MEMORANDUM

TO : All Schools Division Superintendents  
ATTENTION : Division Accountants, Division AAOs, Division ERF Handlers  
SUBJECT : Coordination Meeting with the GSIS, Butuan Branch

Considering that effective October, 2018, the preparation and remittance of GSIS collections will be done by Schools Division and upon suggestion of the Officials from the GSIS, there will be a coordination meeting on October 18, 2018 from 9:00 o'clock in the morning to 12:00 Noon.

Participants to this Coordination Meeting are Division Accountants, Division AAOs, Division ERF Handlers.

There will be no registration fees that will be collected since the meeting will be hosted by the GSIS.

For information, guidance and compliance.

  
FRANCIS CESAR B. BRINGAS, CESO V  
OIC-Regional Director

# 12785