



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

May 2, 2024

DIVISION MEMORANDUM

No. 275, s. 2024

**CONSTITUTION OF DIVISION SPECIAL COMMITTEE ON
 RECONCILIATION OF GSIS REMITTANCES**

To: Assistant Schools Division Superintendent
 Functional Division Chiefs
 Public Schools District Supervisors
 Unit Heads
 All Others Concerned

1. In the exigency of service, the Division Special Committee on Reconciliation of GSIS Remittances is hereby constituted as follows:

- Chairman : JUN-NILOU D. DULFO PhD
 OIC – Asst. Schools Division Superintendent
- Vice-Chairman : SHERYLL AN MARIE G. LACABA CPA
 Accountant III
- Members : SUNSHINE MARJORIE E. VENTURES
 Administrative Officer V – Budget Officer
- GARY BALLON
 Information Technology Officer
- GRACE S. PAGUNSAN
 Administrative Officer V
- JENNIFER C. ALVAREZ
 Administrative Officer II – HRMO Designate
- JOSEPH JULES S. CABRAL
 Administrative Assistant II –ERF Handler
- ROSALYN V. TIZON
 Administrative Assistant III - AAO Alternate
- Secretariat : DRISTELLE P. ABANILLA
 Administrative Aide VI
- HANNAH GENISIS
 Administrative Aide VI
- JOSE DON BABON
 Administrative Aide VI

2. The Committee shall:

- Establish clear steps on the Reconciliation of GSIS Remittances;
- Assess the actions taken and progress made;
- Resolve any lingering issues and concerns; and
- Determine payments for the outstanding premiums

3. Immediate dissemination of this Memorandum is directed.



MARGARITO A. CADAYONA PhD, CESO VI
 OIC - Schools Division Superintendent



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
 Email Address: calbayogcity@depd.gov.ph
 Website: https://calbayogcity.depd.gov.ph/