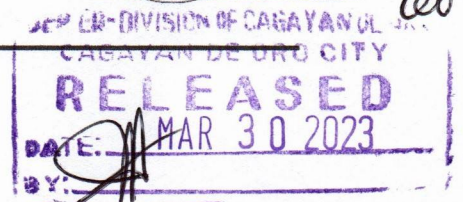


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF CAGAYAN DE ORO CITY
Fr. Masterson Avenue, Upper Balulang
Cagayan de Oro City





MEMORANDUM

TO :

DUNQUE	, Gilbert	ARTADI	, Earl Mae
SALVA	, Krezel Marie	BACULIO	, Noreen Glace
HALLAZGO	, Hana Shaila	PILOTON	, Judy Ann
BARUEL	, Cenisa	SANGGOYOD	, Kathryn Mae
DELA CRUZ	, Janyll Rochelle	QUINANOLA	, Jasmin
GAPE	, Lucilda	ABROGAR	, Marife
LOZADA	, Evangeline	PALAMINE	, Mary Katherine
BACAS	, Kurt Celica	TORRES	, Angela Vincent
VIA	, Kristine Harvey	SAMBAAN	, Ryan
LAGRAMA	, Shiela	PALARCA	, Florie
TACANDONG	, Loredelle	MURILLO	, Kristian
MANAUG	, Gleven Chitto	SIGNO	, Lanie
GABULE	, Ignacio, Jr.	CALFOFORO	, Rowena
ERNACIO	, Donacelle	FRANCISCO	, Alvic Marie
DUETES	, Mitos Tessa	PATES	, Marivel

Per invitation of the Government Service Insurance System (GSIS), you are directed to attend the New Employees' Orientation at Chali Beach Resort, Cugman, Cagayan de Oro City on March 31, 2023, 1:00-5:00 P.M.

Please be guided accordingly.


LOREBINA C. CARRASCO, PhD.
Asst. Schools Division Superintendent
Officer In-Charge 



GSIS Government Service Insurance System
Cagayan de Oro Branch Office

Carmen, Cagayan De Oro City; Tel. Nos. 088-8585818 or 0977-6566567

March 15, 2023

CHERRY MAE L. REYES
SCHOOLS DIVISION SUPERINTENDENT
DEPED DIV OFC, CAGAYAN DE ORO
MASTERSON AVE., UPPER BALULANG, CAGAYAN DE ORO CITY 9000

Dear **SUPERINTENDENT REYES**:

The Government Service Insurance System (GSIS) Cagayan de Oro Branch Office will conduct the **NEW EMPLOYEES' ORIENTATION (NEO)** scheduled as follows:

Date of Orientation	Time	Venue
March 31, 2023, Friday	1:00 -5:00PM	CHALI Beach Resort Cugman, Cagayan de Oro City

The NEO aims to orient newly-hired government employees (i.e., with employee-employer relationship and receiving fixed monthly compensation) of their GSIS social insurance benefits and loan privileges as well as other *Ginhawa* services.

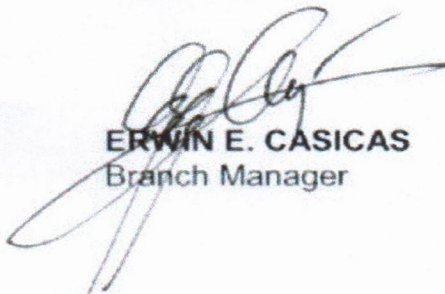
Since this seminar will be conducted with employees from other government agencies, we have allotted **TWENTY (20) slots** for participants from your agency. For confirmation of attendance, please submit the names of your participants with pertinent details as follows:

GSIS Business Partner (BP) Number	Last Name	First Name	Middle Name	Employment Status (Casual, Permanent, Co-terminous, etc.)	Designation/ Position Title
Ex. 2002xxxxxx	De La Cruz	Juan	Luna	Casual	Administrative Assistant

We would appreciate your response on this invitation including the submission of the names of the attending employees **on or before the closing of office hours of March 28, 2023** thru email address **gsiscdo@gsis.gov.ph**.

We look forward to the attendance of your personnel and best regards.

Very truly yours,


ERWIN E. CASICAS
Branch Manager