

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

August 8, 2017

**DIVISION MEMORANDUM**

No. 423 s. 2017

**NOTICE TO RETIRING OR SEPARATING MEMBERS**

**TO :** Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
DEPS/SEPS/EPS/Coordinators/Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is a communication from **Government Service Insurance System (GSIS)** disseminating the **Notice to Retiring or Separating Members from August 14, 2017 to December 31, 2017**, which stipulates the schedule, requirements and instruction for retiring or separating members.
2. District Supervisors and school heads are advised to post this **Notice** in conspicuous places in their respective schools and districts.
3. For details, see attached communication.
4. For information and dissemination.

**LELANIE T. CABRERA**  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Assistant Regional Director  
Concurrent, Schools Division Superintendent

09 AUG 2017

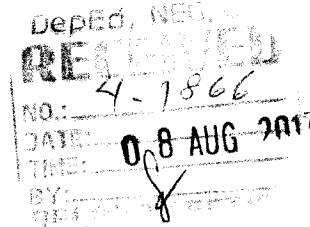


DR. PIGANAL

**Government Service Insurance System**  
**Maaasahan ng Lingkod-Bayan**  
DUMAGUETE BRANCH OFFICE  
North Road, Daro, Dumaguete City  
(035) 2250370

August 7, 2017

12:8/8/17



The Head of Agency  
National & Local Government Units  
Negros Oriental & Siquijor

Thru: Agency Authorized Officer  
Admin Officer

Subject: Notice to Retiring or Separating Members  
**From August 14, 2017 to December 31, 2017**

Sir/Madam:

Greetings from your GSIS Family!

In order to expedite processing of Claims, those who will RETIRE effective **AUGUST 14, 2017 up to DECEMBER 31, 2017**, are mandatorily required to submit to **GSIS MRF** or **Member's Request Form (MRF)** for **RECONCILIATION** of both Compulsory Premiums and Service Loans, together with copy of **Updated Service Record**- w/ agency indicated DOR or Date of Retirement, see attached GSIS MRF.

The MRF with Updated Service Record must be submitted to GSIS Dumaguete Branch, **within 60 days prior to DOR or Date of Retirement.**

Applications for Retirement/Separation Benefit **filed before DOR**, shall be considered for pre-processing or RECONCILIATION.

Thus, we encourage our retiring or separating GSIS Active Members to attend PRE- RETIREMENT SEMINAR, set every First Friday of the Month from 9:00 to 11:00 in the morning, at the 2<sup>nd</sup> Floor, GSIS Dum Building.

Thank you.

GSIS Dumaguete Branch Office

Note: