



Department of Education
Region III
Division of City Schools
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582/Fax Nos. (045) 322-4702; 887-6099

RELEASED

July 31, 2018

AUG 01 2018

DIVISION MEMORANDUM

No. *315* s.2018

By 
DepED Angeles City
Division of City Schools

DIVISION ORIENTATION Workshop on the use Automated Remittance Application for Generating Remittance to the GSIS of SDGS of Teachers and Personnel of the Fiscal Schools and Division of City Schools Angeles City

To: Rafael L. Lazatin Memorial School
Bonifacio V. Romero High School
Angeles City National High School
F.G Nepomuceno High School
Angeles City Science High School
Sapang Bato National High School
Claro M. Recto Information & Communication Technology High School

1. Please be informed that there will be a Division Orientation-Workshop on the use of Automated Remittance Application for Generating Remittance to the GSIS of SDGS of Teachers and Personnel of the Fiscal Schools and Division of City Schools Angeles City on August 6, 2018 at Library Hub Division of Angeles City
2. The division – orientation workshop aims to;
 1. Orient the Accounting personnel of the Division Office, fiscal schools and non -implementing units in using the Application for generation of GSIS Remittance.
 2. To be able to demonstrate the different functions of the application.
 3. To familiarize the personnel in charge with the application and its uses.
 4. To be prepare the GSIS Remittance for the month of July 2018.
 5. To upload the generated GSIS Remittance to the GSIS Electronic Billing and Collection System.
3. Participants are: Administrative Aide III of Schools and personnel in-charge of GSIS Electronic Remittance File




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4. Participants are required to bring laptop and portable internet connection. Participants are also advised to bring data on salary differential based on approved step increment & promotion for remittance to GSIS.
5. Registration fee of 400 pesos (for food 2 snacks and 1 lunch) will be collected, chargeable against SCHOOL/MOOE funds (for schools) and Division MOOE (for division personnel) subject to the usual accounting and auditing rules and regulation.
6. Immediate wide dissemination and compliance with this Memorandum is earnestly desired.


LEILANI SAMSON CUNANAN, CESO VI
Office of the Schools Division Superintendent