Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

27 Oct 2026

DIVISION MEMORANDUM
No. 413 , s. 2026

ONLINE ORIENTATION ON THE FILING AND APPROVAL OF LIFE AND RETIREMENT CLAIMS THROUGH THE GSIS TOUCH MOBILE APPLICATION

To: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
School Administrative Officers
School Administrative Assistants
All Others Concerned

1. In response to the request of the Schools Division Office of Angeles City, the Government Service Insurance System (GSIS) has granted the conduct of an online orientation on the filing and approval of Life and Retirement Claims through the GSIS Touch Mobile Application.

2. The orientation is scheduled on **October 28, 2026 (Wednesday), from 9:00 a.m. to 11:00 a.m**. The activity aims to familiarize concerned personnel with the online process for filing and approving life and retirement claims through the GSIS Touch Mobile Application.

3. All concerned personnel, particularly those involved in personnel administration and those who may assist employees with life and retirement claims, are requested to participate in the orientation.

4. The online orientation may be accessed through the following meeting link:
https://teams.microsoft.com/meet/489675020884626?p=syGEatlikp0aqCV8Pp
Meeting ID: 489 675 020 884 626
Passcode: NT6uT6Er

5. Immediate dissemination of and compliance with this Memorandum are directed.

[redacted]
Digitally signed by Ma. Irelyn P. Tamayo
Date: 2026.10.27 16:38:35 +08'00'

MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent [redacted]

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
GSIS ONLINE ORIENTATION RETIREMENT CLAIMS

MCS/AOV/October 27, 2026