



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division OF NEGROS ORIENTAL

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**Office of the Schools Division Superintendent**

MEMORANDUM

MLA-2022- 378

**TO:** **MENCHU T. SANTOS**, Ed.D., PSDS, Ayungon 1  
**HAZEL E. ARGONCILLO**, PSDS, Ayungon 2  
**SONNY V. UY**, PSDS, Santa Catalina I

**REYNALDO D. PASTOR**, Principal 1, Ayungon NHS  
**CHASTINE R. CARALE**, School Principal 1, Tambo NHS  
**GERARDO T. PALTINGCA JR.**, School Head, Casiano Z. Napigkit NHS

**DAFODEL CALUMPANG**, ADAS III, Ayungon NHS  
**JOY ANN T. EGE**, ADAS III, Tambo NHS  
**DIANNE EVE C. OMNOS**, ADAS III, Casiano Z. Napigkit NHS

**FROM:** **SENEN PRISCILLO P. PAULIN**, CESO V  
Schools Division Superintendent  
8/4/22

**SUBJECT:** **TWG TO EXPEDITE GSIS RECONCILIATION PROCESS**

**DATE:** August 3, 2022

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1. Pursuant to Division Memorandum 267, s. 2022, the central office and the regional office sets the deadline on August 31, 2022 on GSIS' Service Records updating of all personnel.
  2. In order to meet the deadline, as part of TWG, the division office requests the following personnel to help in the reconciliation of DepEd's GSIS Records of all the personnel in this Division.

STATION	NAME	SCHEDULE
Tambo NHS	Joy Ann T. Ege	Tuesdays and Fridays for the whole month of August starting August 9, 2022 (aside from her schedule of detail every Wednesday and Thursday)



**Address:** Capitol Area, Dumaguete City, Negros Oriental  
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**Email Address:** negros.oriental@deped.gov.ph

Casiano Z. Napigkit NHS	Dianne Eve C. Omnos	August 11-12; August 17-19 (aside from her schedule of detail every Monday and Tuesday)
Ayungon NHS	Dafodel Calumpang	August 11-12; August 17-19 (aside from her schedule of detail every Monday and Tuesday)

3. The above-mentioned requested personnel will work with the Division AAO/ERF Handler and perform the responsibilities required of them, stated in the said memorandum "Creation of TWG for the Management and Reconciliation of DepEd's GSIS Alleged Premium Deficiencies".
4. This memorandum will serve as a travel order.
5. For your information and guidance.