DIVISION MEMORANDUM
No. I-069, s. 2017

December 19, 2017

COORDINATION MEETING WITH REMITTING AGENCY OFFICERS
(RAOS)/FINANCE OFFICERS (FOS), AGENCY AUTHORIZED OFFICERS (AAOS)
AND LIAISON OFFICERS (LOS)

To: NORELIZA A. MISAL – Division Accountant
   GENIE D. PIUS – Administrative Assistant II
   GUY MARA-ASIN – Administrative Assistant III
   VINCENT S. ZAMBRA – Administrative Assistant II
   IRVING JUDE C. DEVILLERES – Teacher I

1. You are hereby directed to attend the Coordination Meeting with RAOs/FOs, AAOs
   and LOS at Grand Men Seng Hotel, Magallanes Street, Davao City on December 20,
   2017. Below are the schedules of coordination meeting, to wit:
   - AAOs: 8:00AM-12:00NN
   - Los & RAOs/FOs: 1:00PM-4:00PM

2. Attached is the letter of invitation from GSIS for your ready reference.

3. For your information, guidance and compliance.

WINNIE E. BATOOK, EdD
Officer in Charge /
Office of the Schools Division Superintendent

MELANIE P. ESTACIO, PhD.
OFFICER IN CHARGE
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

RELEASED 9 DEC 2017

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8902. Ph: (082) 953-8396 | (082) 953-8375 | (082) 953-8170 | (082) 953-8374
Ext. (082) 953-8396 | (082) 953-8375 | www.digosdivision.edu.ph • digos.city@ Deped.gov.ph
28 November 2017

FOR: The eBCS Users (RAOs/FOs)
The Agency Authorized Officers (AAOs)
The Accredited Liaison Officers (LOs)

RE: Coordinative Meeting with RAOs/FOs, AAOs & LOs

This is to inform you that GSIS Davao City Branch Office will conduct a Coordinative Meeting with the designated eBCS users (Remitting Agency Officers & Finance Officers), Agency Authorized Officers, and accredited Liaison officers, details of which are as follows:

Place: Grand Men Seng Hotel, Magallanes Street, Davao City
Date/Time: 20 December 2017 (Wednesday)
• AAOs - 9:00AM-12:00NN
• LOs & RAOs/FOs - 1:00PM-4:00PM

Your attendance on the said activity is very important to us as we will be discussing issues related to the officers' functions and responsibilities.

Please provide confirmation on your attendance through the following email addresses:

- Mr. EDWIN S ALCONERA - esalconera@gsis.gov.ph
- Ms. ROXANNE JONG - rjong@gsis.gov.ph
- Ms. MELLY A REMORERAS - maremoreras@gsis.gov.ph

or you may call us at telephone number (082) 296-2431 local 303.

Should you have clarifications on the matter, please do not hesitate to contact the above-mentioned personnel.

We look forward to meeting with you.

Advance Merry Christmas to all

Very truly yours,

MARIA CECILIA G VEGA
Branch Manager