



SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

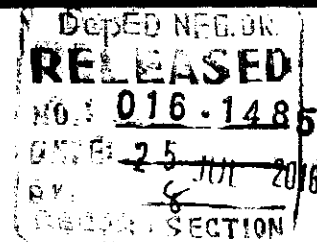
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

July 23, 2016



TRAVEL ORDER

NO. 291, s. 2016

TO : **Mrs. Jennifer Plodos**
Division Accountant

Mrs. Lida P. Sarmiento
Division Administrative Officer

Mrs. Lani Yurong
Division Human Resource and Mgt. Officer

Ms. Nelly Villegas
Division Personnel In-Charge for GSIS Claims

OFFICE : Schools Division of Negros Oriental

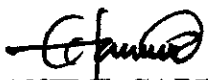
PURPOSE : To attend a Conference on the Processing of GSIS Retirement and Other Benefit Claims

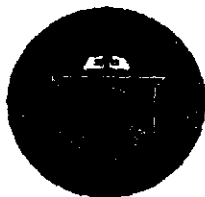
DATE OF TRAVEL : August 12, 2016

VENUE/PLACE : 2nd Floor Training Room, GSIS Dumaguete Branch Office,
Dumaguete City

ALLOWED/CHARGED TO: (Division MOOE Funds subject to the usual accounting and auditing rules and regulations)

_____ : Registration/Transportation and other incidental expenses
_____ : Transportation
_____ : Per Diems
_____ : On official time/business
 X : Transportation/per diem & other incidental expenses


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
01125116




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



MEMORANDUM

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM :  **GILBERT T. SADSAD**
Director III
Officer-In-Charge
Office of the Regional Director

SUBJECT : **CONFERENCE ON THE PROCESSING OF GSIS RETIREMENT AND OTHER
BENEFIT CLAIMS**

DATE : July 20, 2016

R: 7/21/16

RELEASED	
CONTROL NO.	1295
RELEASED BY:	CS
DATE RELEASED:	7/21/16

DepEd Negros Island Region together with the Government Service Insurance System (GSIS) will conduct a "Conference on the Processing of GSIS Benefit Claims" on August 12, 2016 9:00 am at the 2nd Floor Training Room, GSIS Dumaguete Branch Office, North National Highway, Dumaguete City.

The conference aims to create a synchronized record system and understanding about GSIS which will lead to the smooth processing of GSIS Retirement and Benefit Claims of DepEd GSIS members and their beneficiaries.

The participants to the activity are the following:

1. DepEd NIR personnel in-charge for GSIS benefits claim;
2. Division Accountant;
3. Division Administrative Officer;
4. Division Human Resource and Management Officer; and
5. Division Personnel In-Charge for GSIS Claims

There shall be no registration fee to be collected however snack and lunch shall be served charged to GSIS Pre-Retirement Funds.

Travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

For guidance and compliance.

OARD/PAU/kcp