



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon

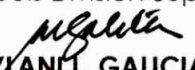
CITY SCHOOLS DIVISION OF TAYABAS
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DEPED-TAY-DM-ADMIN-18-356

TO : **CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL TEACHING PERSONNEL
ALL OTHERS CONCERNED**

FOR : **CATHERINE P. TALAVERA, CESO VI**
Schools Division Superintendent

BY : 
MAYLAN L. GALICIA
OIC – Assistant Schools Division Superintendent, Officer-in-Charge

SUBJECT : **REMINDER TO UPDATE MOBILE NUMBERS AND EMAIL ADDRESSES**

DATE : **OCTOBER 18, 2018**

This is to inform the field on the GSIS Lucena City Branch BO Bulletin #04-18 re: *Reminder to Update Your Mobile Numbers and Email Addresses to all its members and pensioners.*

Attached herewith is the Advisory of the GSIS for your perusal.

Immediate dissemination and prompt compliance to this memorandum is expected.

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate in the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn gender sensitive workplace *H*-all quality standards

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LUCENA BO BULLETIN #04-18 – REMINDER TO UPDATE YOUR MOBILE NUMBERS AND EMAIL ADDRESSES



ADVISORY

To all GSIS members and pensioners:

Please be advised that GSIS provides information and updates on your benefits and services using text messages (short messaging service) and e-mail. Some of you, however, do not receive such information because your contact details are not updated in our record.

To address this, we encourage you to update your mobile numbers and email addresses whenever necessary. This is to ensure that you are notified about the status of your transactions or informed about new GSIS benefits and services. Updating the contact number in GSIS records may be done by the Agency Authorized Officer (AAO) by electronically submitting the *Membership Updating Form E* to the GSIS; or personally through the GSIS Wireless Automated Processing System (GWAPS) kiosks located in all GSIS branch and extension offices; provincial capitols; city halls; selected municipal offices; large government agencies such as the Department of Education; Robinsons Malls; and selected SM City branches in North EDSA, Manila, Pampanga, Cebu, Aura (in Taguig), Mall of Asia (in Pasay), and Southmall (in Las Piñas).

Your support will allow you to fully enjoy your GSIS benefits and services.

