



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

February 13, 2025

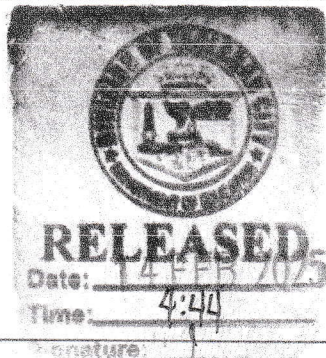
DIVISION MEMORANDUM

NO. 151 s. 2025

SUBMISSION OF UPDATED SERVICE RECORDS IN PDF FILE

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to the Memorandum OUF-FS-2025-0132 dated February 7, 2025 entitled "3rd Leg Workshop on the Reconciliation Process and Reports of GSIS Premium Deficiencies and other Matters (Cluster 1 to 4).
2. This aims to support DepEd personnel in reconciling GSIS premium deficiencies and for Agency Remittance Advise (ARA) in lieu to the Notice of Salary Adjustment (NOSA) in 2nd tranche.
3. To all Administrative Officer II and other personnel involved, please be guided on the following instruction in the preparation and submission of Updated Service Records:
 - a. Signed and updated service record shall be individually scanned and save on PDF format and shall create their folder with file name **2025 SERVICE RECORD_SCHOOLNAME** and upload the scanned copy through google drive https://drive.google.com/drive/folders/1smcDpFzKdW6KUK7qhm9_kr5GKFp-Dw_z.
 - b. Hard copies shall be submitted to Schools Division received at the Records Section to be forwarded to the payroll office c/o to Ms. Fe Panican, Administrative Assistant III on or before February 21, 2025.
4. For immediate dissemination and strict compliance of this memorandum are desired.



SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent

S.O. # 039, s. 2025