



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

September 21, 2020

DIVISION MEMORANDUM
No. 225, s. 2020

GSIS MEMBER'S CONTACT INFORMATION UPDATING

To: Division Personnel
Public Elementary and Secondary School Principals
All Others Concerned

1. Under the new normal, GSIS has transitioned to online transaction process to help protect their members. In their endeavor to make transaction safe and less time consuming, GSIS members under this Division are requested to update their contact information in its database such as their personal and official **email address** as well as their **mobile numbers**.
2. In this regard, this Office requests all Division Personnel and School Heads to use the enclosed template to be filled up with the necessary information. All data gathered shall be kept solely for the purpose in compliance with Republic Act 10173 or also known as Data Privacy Act of 2012.
3. Immediate dissemination and compliance of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/MKP/ADMIN/ATM



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