



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

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
**MLA-2021-OSDS-** 016

**TO :** **Faidah A. Pangumping – Dr. Cecilio Putong NHS**  
**Florencio P. Karaan Jr. – Dr. Cecilio Putong NHS**  
**Rolando V. Doblaz – San Isidro NHS**  
**Flordynel A. Polo – Tagbilaran City Science HS**  
**Marivic C. Acosta – Cogon High School Evening Class**  
**Myrla U. Gelicame – Cogon High School Evening Class**  
**Lucia S. Butlig – Cogon High School Evening Class**  
**Sarah Mae C. Alasan – Mansasa National High School**  
**Lady May P. Karaan – Division Office**  
**Joermelyne P. Pasilbas – Division Office**  
**Laarni Rose S. Paredes – City East Elementary School**  
**Gladys P. Autida – Booy Elementary School**  
**Ma. Melissa M. Brunidor – Manga Elementary School**  
**Jacquelyn O. Arayata – Tagbilaran City Central Elementary School**  
**Ma. Ligaya A. Pandan – Tagbilaran City Central School SPED Center**

**FROM :** **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

**SUBJECT :** **RECONCILIATION AND UPDATE OF PAG-IBIG RECORDS**

**DATE :** **January 28, 2021**

1. Pag-IBIG Fund Tagbilaran City Branch is currently updating records of all its members because of its newly-created electronic system. It was found out that some of DepEd personnel have not updated yet their records such as: name and civil status by virtue of marriage and some have not submitted their Registration Tracking Number (RTN).
2. To reconcile your records and to avoid delay of remittance, you are advised to visit Pag-IBIG Fund Tagbilaran City Branch at 2nd Floor Galleria Luisa Building, Gallares Street, Tagbilaran City the soonest possible time.
3. The above-named personnel must strictly adhere to the health standard protocols set by the Department of Health (DOH) and Inter-Agency Task Force (IATF) by observing social distancing and wearing of safety face mask or face shield.
4. For information, guidance and compliance.

JIAL/MKP/ADMIN/atm



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