



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

**Office of the Schools Division  
Superintendent**

August 10, 2021

DIVISION MEMORANDUM  
No. 302, s. 2021

**GSIS MEMBERS' CONTACT INFORMATION UPDATING**

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

1. Reiterating Division Memo No. 225, s. 2020 dated September 21, 2020 on **GSIS MEMBERS' CONTACT INFORMATION UPDATING**. In the endeavor to make GSIS 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. Here are the schools that have already submitted the requested file:

<b>Elementary School</b>	<b>Secondary School</b>
Bool ES	Mansasa NHS
Dao ES	San Isidro NHS
Eastern Cogon ES	Tagbilaran City Science HS
San Isidro ES	
TCCS - Sped Center	
TCC-SSES	
Ubujan ES	

2. In this regard, this Office requests the School Heads who have not yet submitted the necessary data, to use the enclosed template to be filled up with the necessary information. Kindly submit a soft copy of the template already filled up with the necessary information to **Ms. Joanalli R. Operiano** thru her email account at **joanalli.operiano@deped.gov.ph** for consolidation purposes. All data gathered shall be kept solely for the purpose in compliance with Republic Act 10173 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/CPC/ADMIN/ATM/jro



**Address:** Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol  
**Telephone Nos.:** (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph

