



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

28 MARCH 2023

DIVISION MEMORANDUM

No. 204 s. 2023

Subject: **GSIS' NEW EMPLOYEES' ORIENTATION**

To: **NEWLY-HIRED ADMINISTRATIVE ASSISTANT III
AND ADMINISTRATIVE II**

You are hereby directed to join The Government Service Insurance System (GSIS) Cagayan de Oro Branch Office's **NEW Employees' Orientation** scheduled on March 31, 2023, Friday, 1:00 pm to 5:00 pm at Chali Beach Resort, Cugman, Cagayan de Oro City.

Attached is the official list of participants.

For strict compliance.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

/mce



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DEPED, MISAMIS ORIENTAL

NEW EMPLOYEES' ORIENTATION

CHALI BEACH RESORT, CUGMAN, CAGAYAN DE ORO CITY

MARCH 31, 2023; 1:00-5:00 PM

	LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYMENT STATUS	POSITION TITLE
1	ABAMONGA	JAY ARE	BASADRE	Permanent	Administrative Assistant II
2	ACHAS	ANGELICA MAE.	PALOMA	Permanent	Administrative Assistant II
3	AGAD	JESSICA AMOR	PEREZ	Permanent	Administrative Assistant III
4	AKUT	ZHADRINA MAE	TAHIL	Permanent	Administrative Assistant III
5	ALMEROL	RHYAN BERT	GUMAHIN	Permanent	Administrative Assistant III
6	AMPO	JENELYN	RABELAS	Permanent	Administrative Assistant II
7	BAGUHIN	JIMMYLYN	GONZALES	Permanent	Administrative Assistant III
8	BANGCOYO	LOVELLA	VILLAROSA	Permanent	Administrative Assistant II
9	CADAVERO	HYKLE JESME	VIOLANDA	Permanent	Administrative Assistant II
10	GABUTAN	BONEVE	PAGULONG	Permanent	Administrative Assistant II
11	GALDO	ANNE DOMINICH	VALLE	Permanent	Administrative Assistant III
12	HAMO	DANEL JOHN	RAPIRAP	Permanent	Administrative Assistant III
13	MASONG	CHRISTIAN IAN	TABIOS	Permanent	Administrative Assistant III
14	MURING	PAUL MILLARD	ROMERO	Permanent	Administrative Assistant II
15	PAALAM	KEVIN CHRISTOPHER	SALVAÑA	Permanent	Administrative Assistant III
16	RABE	AIKHO MARIE	MAGDUGO	Permanent	Administrative Assistant III

Prepared by:

MELANIE C. ESTENZO

Admin Officer IV



March 15, 2023

JONATHAN S. DELA PENA
SCHOOLS DIVISION SUPERINTENDENT
DEPED DIV OFC, MISAMIS OR
APOLINAR VELEZ ST, CAGAYAN DE ORO CITY 9000

Dear SUPERINTENDENT DELA PENA:

The Government Service Insurance System (GSIS) Cagayan de Oro Branch Office will conduct the **NEW EMPLOYEES' ORIENTATION (NEO)** scheduled as follows:

Date of Orientation	Time	Venue
March 31, 2023, Friday	1:00 -5:00PM	CHALI Beach Resort Cugman, Cagayan de Oro City

The NEO aims to orient newly-hired government employees (i.e., with employee-employer relationship and receiving fixed monthly compensation) of their GSIS social insurance benefits and loan privileges as well as other *Ginhawa* services.

Since this seminar will be conducted with employees from other government agencies, we have allotted **SIXTEEN (16) slots** for participants from your agency. For confirmation of attendance, please submit the names of your participants with pertinent details as follows:

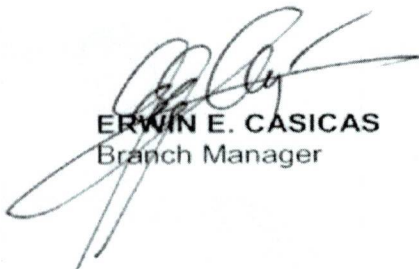
16 slots

GSIS Business Partner (BP) Number	Last Name	First Name	Middle Name	Employment Status (Casual, Permanent, Co-terminous, etc.)	Designation/ Position Title
Ex. 2002xxxxxx	De La Cruz	Juan	Luna	Casual	Administrative Assistant

We would appreciate your response on this invitation including the submission of the names of the attending employees **on or before the closing of office hours of March 28, 2023** thru email address gsiscdo@gsis.gov.ph.

We look forward to the attendance of your personnel and best regards.

Very truly yours,



ERWIN E. CASICAS
Branch Manager