



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

Office of the Schools Division  
Superintendent

21 SEPTEMBER 2022

**DIVISION MEMORANDUM**

No. 575 s. 2022

Subject: **NEW EMPLOYEES' ORIENTATION**

To: **ROXAN F. ALIBOYOG – Administrative Officer II**  
**ROJ AL JAMIR A. JANUBAS – Administrative Officer II**  
**ROXANNE MARIE L. JAPSON – Administrative Officer II**  
**MARIA ISABEL E. LARA – Administrative Officer II**  
**RAVEN EMMANUEL C. NAVAREZ – Administrative Officer II**  
**JOVELA GRACIA L. OMAS-AS – Administrative Officer II**  
**MARICAR D. PABATAO – Administrative Officer II**  
**BRYAN CARL R. PADEROG – Administrative Officer II**  
**MELODY MABELLE P. PESTILLOS – Administrative Officer II**  
**JEMAR G. VIDAL – Administrative Officer II**

You are hereby directed to join The Government Service Insurance System (GSIS) Cagayan de Oro Branch Office's **NEW Employees' Orientation** scheduled on September 30, 2022, Friday, 1:00 pm to 5:00 pm at Grand Caprice Restaurant, Limketkai Center, Cagayan de Oro City.

Attached is the official communication received through email from GSIS.

For strict compliance.

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

/mce



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# INVITE\_NEW EMPLOYEE ORIENTATION\_09302022 1PM GRAND CAPRICE LKK CDO

External

Inbox



Jacobo, Jennefe A. <jajacobo@gsis.gov.ph>

Mon, Sep 19, 3:00 PM (18 hours ago)

to me

September 19, 2022

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

Dear SDS DELA PENA:

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

Date of Orientation	Time Start	Time End
SEPTEMBER 30, 2022- FRIDAY	1:00 PM	5:00 PM

**Venue: GRAND CAPRICE RESTAURANT, LIMKETKAI CENTER, 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 financial literacy concepts and other **Ginhawa** services.

Since this seminar will be conducted with employees from other government agencies, we have allotted **TEN (10) slots** for participants from your agency. For confirmation of attendance, please submit the names of your participants with pertinent details as follows:

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 September 27, 2022.** Please submit the list of attendees thru the following email accounts:

[gsiscdo@gsis.gov.ph](mailto:gsiscdo@gsis.gov.ph)

[gsiscdobilling\\_collection@gsis.gov.ph](mailto:gsiscdobilling_collection@gsis.gov.ph)

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

Very truly yours,

**ERWIN E. CASICAS**  
**Branch Manager**

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