



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

Office of the Schools Division Superintendent

February 21, 2022

DIVISION MEMORANDUM

No. 119 s. 2022

TO:

**Teaching & Non -Teaching Personnel
In this Division**

**SUBJECT: SUBMISSION OF PROMISSORY NOTE FOR AMORTIZATION
PAYMENT OF GSIS LOANS FOR LEAVE WITHOUT PAY**

In the interest to help the members avoid penalties and surcharges of the loans from GSIS, all members who shall go on leave without pay are hereby directed to attach on the application for clearance, a promissory note addressed to the Schools Division Superintendent stating among others that the concern personnel on leave without pay shall pay over the counter the loans they have incurred at GSIS. Further, this promissory note shall be attached by this Office to the future demand of reply to the GSIS for Non-Deduction in the Payment of Loan of the members of DepEd, Division of Misamis Oriental employees both Teaching and Non-Teaching personnel.

For your compliance.


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



/AAO maj



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

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent
Division of Misamis Oriental

Sir,

Good day!

The undersigned _____,
(name of personnel) (position)
_____ is applying for a leave of absence for the period of
(station)
_____.
(inclusive date of leave)

On such absence, I will be on leave without pay for a period of _____.
(number of days)

I swear and I promise to pay over the counter the loan I incurred in GSIS.

Thank you very much.

Very truly yours,

Name & Signature

Date Signed:

Email Address:

Contact Number:



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

BE MORE
Bringing Excellence by Maximizing and Optimizing Resources in Education