



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

21 FEB 2025

DIVISION MEMORANDUM
No. 094s. 2025

**SUBMISSION OF UPDATED SERVICE RECORD OF ELEMENTARY & SENIOR HIGH SCHOOL
PERSONNEL FOR GSIS RECONCILIATION OF REMITTANCES**

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to Memorandum OUF-FS-2025-0132 dated February 7, 2025, titled "**3rd Leg of Workshop on the Reconciliation Process and Reports of GSIS Premium Deficiencies and Other Matters (Clusters 1 to 4)**", this Office requests the submission of updated Service Record of Elementary and Senior High School personnel.
2. Assigned Administrative Officers II in Elementary and Administrative Assistants II in Senior High Schools are requested to submit MS Excel file of Service Record of personnel in their school using the template available for downloading at https://bit.ly/CapizSR_2025 and to be uploaded using the link https://bit.ly/SR_Updating2025.
3. The deadline for submission will be on **February 26, 2025**.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE

POLICY

IBV/ DM_SR
001/ February 19, 2025



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