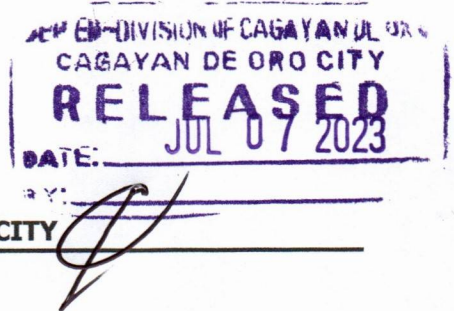




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



06 July 2023

DIVISION MEMORANDUM

No. 304 s.2023

GSIS AGENCY AUTHORIZED OFFICER

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 020, s. 2021 titled *"Enhance Guidelines on Accreditation/Re-Accreditation of Private Entities Under The Automatic Payroll Deduction System (APDS) Program"*, the field is hereby informed of the designated GSIS Agency Authorized Officer (AAO).
2. The Agency Authorized Officer is responsible for approving GSIS loans applied by DepEd employees, among others. He shall coordinate with DepEd Verifier to ensure that repayment of said loan can be accommodated in the payroll.
3. The following are the designated Agency Authorized Officer of the Division of Cagayan de Oro City:

Primary AAO:	Alternate AAO:
1. Risa Bea Socorro M. Borres	1. Romiel S. Vallente
2. Efren B. Facun	2. Louie B. Banaag
4. Furthermore, this Office reiterates the directives in DepEd Order No.14, s. 2019 titled *"Guidelines for the Implementation of the P5,000 Net Take Home Pay for Department of Education Personnel for Fiscal Year 2019."* hence, approval and verification of loan applications are subjected to the capacity of the NTHP of DepEd Personnel.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. For immediate dissemination.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: none

References: DO No. 020, s. 2021
DO No. 014, s. 2019

