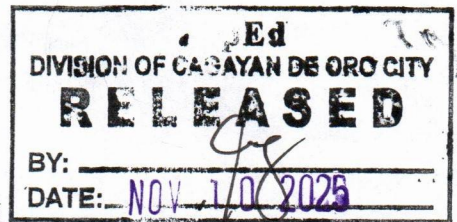




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

November 7, 2025

DIVISION MEMORANDUM

No. 1023 s.2025

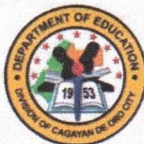
TO: NORBERTO G. MACAS JR. – Bonbon NHS
LUZ B. OHAYAS – East Gusa NHS
ELISA Q. PACHECO – Cugman ES
LORNA G. DALMAN – Gusa ES
EDGARDO G. LANZADERAS – Macabalan ES
JANETTE R. VOCAL – Corrales ES
MERLYN S. LARIOQUE – Macanhan ES
TERESITA R. DACLAG – Macasandig ES
VIRGINIA A. BATOON – Balulang ES
ALMA N. SABIDO – WCCS

GSIS PRE-RETIREMENT SEMINAR

1. In reference to the conduct of GSIS PRE-RETIREMENT SEMINAR, as herein attached, you are enjoined to attend the Seminar on November 14, 2025, 12:30 – 5:00 PM at Mallberry Suites Business Hotel Florentino St., Limketkai Drive, Cagayan de Oro City.
2. Pre-selected participants are requested to register and submit the required forms and other documents indicated in Enclosure 2. For any inquiries or clarifications, please contact the Division Office for assistance.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

OM-003-OSDS-LBB / GSIS PRE-RETIREMENT SEMINAR
2025/ November 07



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 4

ENCLOSURE 1



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
CAGAYAN DE ORO BRANCH OFFICE



29 October 2025

RISA BEA SOCORRO M BORRES
ADMINISTRATIVE OFFICER V
DEPED DIVISION OF CAGAYAN DE ORO CITY
FR WILLIAM F MASTERSON AVE., UPPER BALULANG
CAGAYAN DE ORO CITY, MISAMIS ORIENTAL

Dear Ms. Borres:

In line with our continuing commitment to empower our members through extensive information dissemination, the GSIS Cagayan de Oro Branch Office is going to conduct a Pre-Retirement Seminar.

The activity aims to impart to the participants the various Retirement Programs and Benefits administered by the GSIS in order to prepare them for retirement life at an early stage. Attendees to this seminar are preferably employees aged 53 and above.

It is in this light that we would like to invite **10 employees aged 53 and above** from the **DEP-ED DIVISION OF CAGAYAN DE ORO CITY** to attend the **Pre-Retirement Seminar on 14 November 2025, Friday from 12:30 PM to 5:00 PM** at the **Mallberry Suites Business Hotel, Osmena St, Cagayan De Oro City, Misamis Oriental**. We have pre-selected participants from your agency as listed below:

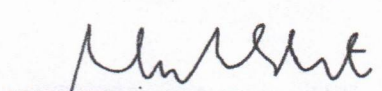
Business Partner No.	Name
2001458312	NORBERTO MACAS
2004625476	LUZ OHAYAS
2002740630	ELISA PACHECO
2002741554	LORNA DALMAN
2002749371	EDGARDO LANZADERAS
2002750815	JANETTE VOCAL
2003500505	MERLYN LARIOQUE
2002779651	TERESITA DACLAG
2002743190	VIRGINIA BATOON
2002743545	ALMA SABIDO

This activity will be an opportune moment for future retirees to get firsthand information on matters concerning their social insurance contributions with the system and the benefits due therefrom.

We would appreciate your approval on this request by sending us the confirmation **on or before 10 November 2025, Monday** through email to majcminoza@gsis.gov.ph

Thank you for your continued support to the thrusts of your GSIS.

Very truly yours,


ANA LIZA MARIA E. CABANLIT
Officer II, BCRD & OIC, Office of the Branch Manager

Mayor P.N. Roa St., Brgy. Carmen, Cagayan De Oro City



www.gsis.gov.ph
facebook.com/gsis.ph

GSIS Official
gsiscdo@gsis.gov.ph

(088) 858-5818

**Automatic reply: GSIS CDO Branch Pre Retirement Seminar on November 14, 2025**

3 messages

GSIS Cagayan De Oro <gsiscdo@gsis.gov.ph>

Thu, Nov 6, 2025 at 11:42 PM

GSIS CDO Branch Office acknowledge receipt of your e-mal. **This reply is automatically generated. DO NOT REPLY TO THIS E-MAIL.**

For inquiries, requests and follow-up, please fill-out the Members' Request Form (MRF) which can be downloaded from this link:

https://www.gsis.gov.ph/downloads/forms/2024/MRF_Codified.pdf

1. Fill out the form completely and do not forget to sign
2. Attach Photo of your GSIS UMID Card (front view only) or two (2) valid government issued IDs and;
3. Photo of you holding your IDs and the mrf.
6. Transmit your e-mail using the e-mail address you registered with GSIS.

Attach these files and send to gsiscdo@gsis.gov.ph with the following subject syntax :

{Last Name} {First Name} {MI} {BP Number} {Agency Name} {Nature of Request}

Example:

Cruz, Pedro B 2000123456 GSIS CDO GFAL SOA

By replying, you agree to provide and authorize GSIS CDO Branch Office to process personal information for identification and security purposes pursuant to the Data Privacy Act.

Visit our website <https://www.gsis.gov.ph> and follow our official Facebook page GSIS Cagayan de Oro Branch Office for regular updates.

Install the GSIS Touch Mobile application from the Android Playstore or Apple iStore in order to apply for GSIS Loans at the convenience and privacy of your home.

Avoid sending your e-mail multiple times it will clog our mailbox. Check that your e-mail is correct, precise and attachments are complete before sending them.