



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

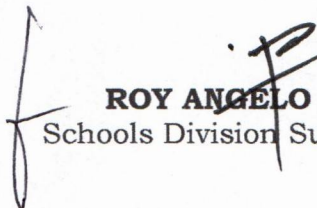
November 7, 2025

DIVISION MEMORANDUM
No. 1024 s.2025

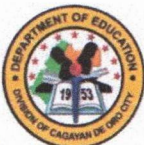
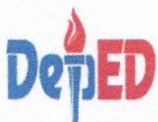
TO: CHEYN DIN MAE A. RODANO - Lapasan NHS
MARIA CRISELYN P. GENON - Lapasan NHS
JANNELA A. TUYOR - Man-ai NHS
JOYCE ANN L. ANOR - Taglimao NHS
CARLA P. LUTAWAN - Dansolihon ES
MELIZA S. BALONDA - Upper Tignapoloan ES
ARVIE F. AÑORA - Pamalihi ES
RHEY ANN G. ROXAS - Mambuaya ES
ROSE SHENLY D. ALCOVER - Baikingon ES
KATCHERYL T. SABELLA - Gusa ES

GSIS NEW EMPLOYEES ORIENTATION (NEO) SEMINAR

1. In reference to the conduct of G SIS New Employees Orientation (NEO) Seminar, you are hereby directed to attend the Orientation seminar on November 21, 2025, 1:00 – 5:00 PM at Mallberry Suites Business Hotel Florentino St., Limketkai Drive, Cagayan de Oro City.
2. 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.
3. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

OM-002-OSDS-LBB / GSIS NEW EMPLOYEES ORIENTATION SEMINAR (NEO)
2025/ November 07



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Website: <https://depdcdo.net/>

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Atty. Br...



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



October 22, 2025

ROY ANGELO E. GAZO
SCHOOLS DIVISION SUPERINTENDENT
DEPED DIV OFC, CAGAYAN DE ORO
FR MASTERSON AVE UPPER BA CAGAYAN DE ORO CITY MISAMIS OR

Dear SUPERINTENDENT GAZO:

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

Date of Orientation	Time	Venue
November 21, 2025, Friday	1:00 - 5:00PM	Mallberry Suites Business Hotel Florentino St., Limketkai Drive, 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 other *Ginhawa* services.

Since this seminar will be conducted with employees from other government agencies, we have selected participants from your agency listed below:

BP Number	Name	BP Number	Name
2006745409	CHEYN DIN MAE A. RODANO	2006753293	MELIZA S. BALONDA
2006745411	MARIA CRISELYN P. GENON	2006753311	ARVIE F. AÑORA
2006745413	JANNELA A. TUYOR	2006753314	RHEY ANN G. ROXAS
2006745419	JOYCE ANN L. ANOR	2006753316	ROSE SHENLY D. ALCOVER
2006753260	CARLA P. LUTAWAN	2006753323	KATCHERYL T. SABELLA

For confirmation of attendance, participants shall accomplish the registration form on or before **November 14, 2025** through the Google link below or by scanning the QR code.

<https://docs.google.com/forms/d/e/1FAIpQLScxcAm8eKzG53bRFbQQSeKAWCwe3bxWEN6YhKYnczgBfpQDqg/viewform?usp=preview>



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

Very truly yours,

ERWIN E. CASICAS
Branch Manager



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

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