



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 8, 2023

DIVISION MEMORANDUM
No. 097 s. 2023

**SDO BULACAN TO TRANSMIT RETIREMENT APPLICATIONS DIRECT TO THE
GSIS MALOLOS BRANCH OFFICE**

To : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary, JHS and SHS Principals/OICs
All Others Concerned

1. Relative to the Regional Memorandum No. 103, s. 2023 titled Designation of Schools Division Superintendents to Transmit Retirement Application of Retirees Direct to the Concerned Government Service Insurance System (GSIS) Offices, please be informed that all applications of retirements and other GSIS related concerns shall be transmitted directly to GSIS Malolos Branch Office. These will be endorsed by the Schools Division Superintendent (SDS).
2. The process for the transmitting of retirement applications will include the following:
 - The Records Unit receives and checks for the completeness of GSIS applications/requests
 - If complete, the Records Unit shall route the GSIS applications/requests to the Personnel Unit
 - The personnel in-charge processes the applications/requests and route for signatures/approval of HRMO, Accountant, Legal Officer and the SDS.
 - The Records Unit releases the approved applications
3. Approved retirement applications, claims and other GSIS related concerns will be secured **ONLY** by the retiree/s or claimant/s upon receipt of a notification from the Records Unit to personally submit to the GSIS.
4. For information and wide dissemination.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

