



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

DIVISION ADVISORY No. 027, s. 2022

January 26, 2022

To : Public Schools District Supervisors
All others concerned

**UPDATING OF DEPED PERSONNEL DATA IN GOVERNMENT
SERVICE INSURANCE SYSTEM (GSIS)**

Attention: Administrative Officers II of the Districts

1. In order to update the data of the DepEd personnel in the Government Service Insurance System (GSIS) due to the grant of Step Differential and Notice of Step Increment (NOSI) in the previous year, this office will gather such data from the field.
2. Be advised that the Administrative Officer II assigned to the district office shall submit the soft copy using flash drive (USB) in an Excel format to the Division Office not later than **January 31, 2022**, at **Admin Personnel Unit c/o Knarelle Desales**.
3. The prescribed format is attached as enclosure.
4. Immediate dissemination of and compliance with this Advisory is desired.

SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

JAN 26 2022

sdo/admin



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