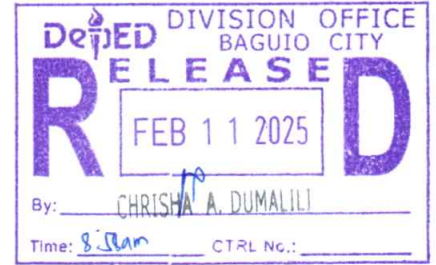




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 10, 2025

DIVISION MEMORANDUM
No. **112-2025**

EMPLOYEE UPDATE REQUIRED FOR GSIS AND GTOUCH SYSTEM ENROLLMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. In line with the GSIS Program aimed at enhancing service efficiency, this Office requests the employees listed in the following link: <https://tinyurl.com/bde7sjfr>, to update their personal details in the Government Service Insurance System (GSIS).
2. Upon completion of the update, the employees' information will be forwarded to GSIS for enrollment in the GTouch System, which is a key component of GSIS's modernization initiative.
3. Please ensure that the update is completed on or before February 14, 2025, to avoid delays in the processing of enrollment in the GTouch System and to ensure there is no impact on the processing of your benefits.
4. For information, guidance and compliance.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

OSDS/AS/nde