



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



12 March 2025

**DIVISION MEMORANDUM**  
 DM No. 224, s. 2025

**ORIENTATION MEETING FOR UPDATING OF GSIS RECORDS DUE TO THE IMPLEMENTATION OF THE SECOND TRANCHE**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

- In line with the **Executive Order (EO) No. 64, s. 2024**, titled **Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other purposes**, please be informed that there will be an Orientation Meeting for Updating of GSIS records due to the Implementation of the Second Tranche on March 19 and 25, 2025 at Division Library Hub.
- The above mentioned orientation meeting is to be held in two batches from 8:00 am – 5:00 pm are as follows:

District Name	Number or Participants	Date
District 1 & 2	25	March 19, 2025 (Wednesday)
District 3 & 4	25	March 25, 2025 (Tuesday)

- The expected participants who will attend on the said orientation meeting are as follows:

Seq	Full Name	District
1 <sup>ST</sup> DISTRICT		
1.	TOLENTINO, ARLENE M.	PAGBILAO DIST 1
2.	MORALES, GRACEL L.	PAGBILAO DIST 2

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
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3.	MALLANTOC, EMELYN B.	BURDEOS DIST
4.	ORTILLANO, MONALYN M.	POLILIO DIST
5.	AMERICA, AICHELL D.	PANUKULAN DIST
6.	CONSULTA, RENZO A.	PATNANUNGAN DIST
7.	MANLOGON, IANNIE MAY T.	JOMALIG DIST
8.	ESCOBAR, RAQUEL V.	LUCBAN DIST
9.	LALUNIO, RIZA S.	SAMPALOC DIST
10.	OPENA, LOWELL GREY J.	MAUBAN SOUTH DIST
11.	TIMBRE, ROMMEL R.	MAUBAN NORTH DIST
12.	MOISES, LIWAYWAY L.	GEN NAKAR DIST I
13.	DELA CARZADA, PRINCESS MARIE JOY R.	GEN NAKAR DIST II
14.	MORFE, JINIELYN	INFANTA DIST
15.	SUNGDUAN, RUEL A.	REAL DIST
2ND DISTRICT		
1.	TOLOSA, ANNA JOY C.	SARIAYA WEST DIST
2.	QUINTUA, MELODY C.	SARIAYA EAST DIST
3.	CONCEPCION, GEORGE S.	CANDELARIA EAST
4.	GILBUENA, GERARDINE ROSE A.	CANDELARIA WEST
5.	LLANTOS, JESSICA L.	TIAONG I
6.	AGARAN, PATRICIA MYLA P.	TIAONG II
7.	BACON, ANNABELLE C.	SAN ANTONIO DIST
8.	TENORIO, MARIAH SUSHMITA C.	DOLORES DIST

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3RD DIST		
1.	BOLADAS, MARVIN JAY A.	PADRE BURGOS DIST
2.	DEL CASTILLO, AIZA B.	UNISAN DIST
3.	RANILLO, REYLAN L.	AGDANGAN DIST
4.	HUTALLA, AMEICEL A.	MACALELON DIST
5.	GOZO, GEORGE B.	GEN. LUNA DIST
6.	SEVIAL, ABEGAIL F.	PITOGO DIST
7.	PORLEY, JESTONI P.	CATANAUAN DIST 1 & 2
8.	ROSALES, CARINA R.	MULANAY DIST 1 & 2
9.	ZAMORA, MARY JOYCE S.	BUENAVISTA DIST 1 & 2
10.	LORETIZO, PELBEN R.	SAN FRANCISCO DIST 1 & 2
11.	DE CASTRO, MERVIN U.	SAN ANDRES DIST
12.	JORVINA, JERICK B.	SAN NARCISO DIST 1
13.	LINGAHAN, FRANCIS C.	SAN NARCISO DIST 2
4TH DISTRICT		
1.	MARANAN, HELEN A.	ALABAT DIST
2.	MANILA, MARIA VIOLA R.	ATIMONAN DIST
3.	MELANIO, CZIANINE C.	PLARIDEL DIST
4.	MARTINEZ, PAUL HARVEY M.	GUMACA EAST & WEST DIST
5.	TOLENTINO, DIANNE T.	CALAUAG EAST
6.	CASTILLO, CRISTINE H.	CALAUAG WEST

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7.	NICOLAS, MADONNA M.	GUINAYANGAN DIST
8.	ADORMEO, LOISE M.	LOPEZ WEST DIST
9.	LUNA, MARIZELLE N.	LOPEZ EAST
10.	RAMIREZ, MARYJANE C.	PEREZ DIST
11.	ALAYAN, JOHN MARK Z.	QUEZON DIST
12.	SAN DIEGO, AILEEN T.	TAGKAWAYAN DIST

- In line with the outlined schedule of the orientation meeting, the selected participants should accomplish the Pre-Work of GSIS ARA Updating in preparation on the said activity. Please see the link below: <https://tinyurl.com/gsis-prework>
- The participants are expected to bring their own laptop and extension wire for the actual uploading of forms in the GSIS WEBMSP.
- For more information, please directly coordinate with the GSIS ARA in-charge, Ms. Madona R. Evangelista, ERF Handler (Elementary), Ms. Christine A. Alviso and ERF Handler (Secondary), Ms. Yana Deneese G. Abcede respectively.
- Travel expenses in connection with this activity shall be charged to the respective School MOOE and/or local funds subject to the usual budget, accounting and auditing rules and procedures.
- Widest and immediate dissemination of the Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Percaamre 03/12/2025

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