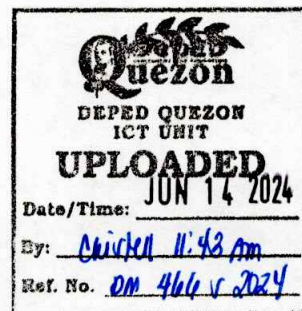




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



13 June 2024

**DIVISION MEMORANDUM**

**DM No. 466, s. 2024**

**PROPERTY AND BUDGET OFFICERS MEETING WITH GSIS**

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

- Attached is a letter from the Government Service Insurance System (GSIS Lucena Branch) dated June 6, 2024, inviting the following to their Property and Budget Officers Meeting on June 26, 2024, 9:00 am – 12nn at the Max's Restaurant, Lucena Diversion Road, Tayabas City
  - Property Officer
  - Budget Officer
- In the said activity, the GSIS are proposing insurance coverage on all government properties such as building and its contents (furnitures, fixtures and equipment).
- This Office hereby extends the said invitation to the above-mentioned officers of the Division Office on the said activity.
- The participants are expected to register on the pre registration link: <https://forms.gle/ip8QoF7awRk6s1v39>
- Widest and immediate dissemination of this Memorandum is desired.

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

admcaa 06/13/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321





**Government Service Insurance System**  
Paseguruhan ng mga Naglilingkod sa Pamahalaan  
**LUCENA BRANCH OFFICE**



June 6, 2024

**TO ALL HEAD OF AGENCIES**  
Marinduque and Quezon Province

Sir/Madam:

Good day!

In line with the System's thrust to offer security and protection to all government properties and its interests as mandated under Republic Act No. 656, as amended, which states that Government Agencies is required to insure adequately its properties with the General Insurance Fund administered by the Government Service Insurance System against Fire and other Allied Perils, we are proposing insurance coverage on all your government properties such as buildings and its contents (furniture, fixtures and equipment).

Relative to this, GSIS Lucena Branch Office will conduct a meeting with your Agency on **June 26, 2024, Wednesday, 9:00am - 12:00nn** at Max's Restaurant, Lucena Diversion Road, Tayabas City.

Target participants for the said Meeting are the Property Officers and Budget Officers who are in charge of processing the application and payment of GSIS Property Insurance.

To give us ample time to prepare the budget requirements, we will appreciate receiving your confirmation on or before June 14, 2024 by clicking the link provided below:

<https://forms.gle/ip8QoF7awRk6s1v39>

Should you have any clarifications, you may contact Ms. Serviliana E. Narzabal at [senarzabal@gsis.gov.ph](mailto:senarzabal@gsis.gov.ph) and Mr. Marlon H. del Rosario at [mhdelrosario@gsis.gov.ph](mailto:mhdelrosario@gsis.gov.ph), copy furnished the undersigned at [ecvirgo@gsis.gov.ph](mailto:ecvirgo@gsis.gov.ph) and Ms. Mary Ann Geraldine N. Trinidad at [mqntrinidad@gsis.gov.ph](mailto:mqntrinidad@gsis.gov.ph).

Thank you.

Very truly yours,

**ATTY. EUGENE C. VIRGO**  
OIC Branch Manager