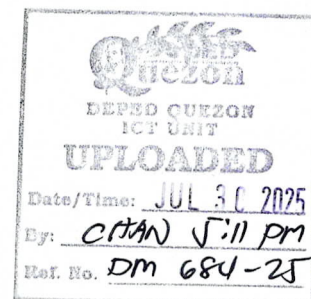




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 July 2025

**DIVISION MEMORANDUM**

**DM No. 684, s. 2025**

**REVISED SUBMISSION REQUIREMENTS FOR SALARY INTEGRATION**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
DepEd Quezon Non-Teaching and Teaching Unintegrated Personnel  
All Others Concerned

1. Please be informed that effective immediately, the submission of integration requirements will no longer require a screenshot of the GSIS BP Number.
2. In line with this, employees are encouraged to submit their complete integration documents at the earliest possible time, even without their GSIS BP Number.
3. To streamline coordination with GSIS and ensure timely remittance for new and incoming employees, the following procedure shall be observed:
  - a. Signing of Appointment
    - Upon signing their appointment, they shall immediately proceed with the accomplishment of GSIS forms.
  - b. Accomplishment of GSIS Forms
    - The employee shall fill out the online GSIS ARA Form for which the link is given by the GSIS ARA in charge.
    - The MIS Form (Member's Information Sheet) hard copy must be submitted to the GSIS ARA in charge.

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c. Completion of Integration Requirements

- The employee may then proceed to complete all requirements for integration, in accordance with the checklist.


d. Submission of Integration Papers

- Once all required documents are complete, the employee shall submit the integration papers to the designated office.

e. Processing of GSIS BP Number

- Only upon receipt of the integration documents will the processing of the employee's BP Number begin.
- This ensures proper coordination with GSIS for the remittance and enrollment of new employees into the GSIS system.

4. Widest and immediate dissemination of this Memorandum is desired.


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

Perswog07/16/2025

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