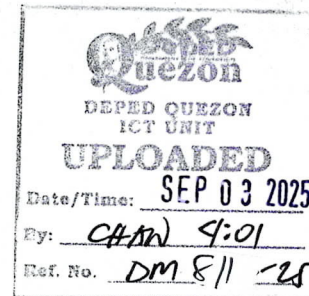




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 September 2025

DIVISION MEMORANDUM


DM No. 81 / s. 2025

**ANNUAL AGENCY AUTHORIZED OFFICERS AND ELECTRONIC
REMITTANCE FILE HANDLERS TRAINING**

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

1. Attached is a letter from the Government Service Insurance System dated August 25, 2025, inviting the following to their Annual AAOs and ERF Handlers Face to Face Training on **September 25, 2025, Thursday, 7:00 am -1:00 pm** at the **Quezon Convention Center, Brgy. X Belen Drive Capitol Compound, Lucena City, Quezon**.
 - a. Principal / Alternate Agency Authorized Officer
 - b. Electronic Remittance File (ERF) Handler
2. In the said activity, the training will discuss the overview of AAOs and ERF Handlers roles and responsibilities, updates on the use of Electronic Billing and Collection System (eBCS), Web-based Member Records Creation and Updating (WebMSP) and enhancements and updates in the facilities.
3. This Office hereby extends the said invitation to the above-mentioned officers of the Division Office, IU, and autonomous high schools to the said activity.
4. The participants are expected to register on the pre registration link on or before September 15, 2025, <https://forms.gle/Snbv5UHntvEKzTSC8>.
5. Widest and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


JOSEPH PALQUEZA
Assistant Schools Division
Superintendent

admcaa 09/02/2025
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



CHRISTINE ALVISO <christine.alviso@deped.gov.ph>

Fwd: Letter Invitation for the 2025 AAOs and ERF Handlers face to face training on September 25, 2024_LUCENA/BOAC

1 message

MADONNA EVANGELISTA <madonna.evangelista@deped.gov.ph>

Tue, Sep 2, 2025 at 2:21 PM

To: CHRISTINE ALVISO <christine.alviso@deped.gov.ph>

----- Forwarded message -----

From: **Paron, Pauline Antonette V.** <paavparon@gsis.gov.ph>

Date: Mon, Aug 25, 2025 at 12:59 PM

Subject: Letter Invitation for the 2025 AAOs and ERF Handlers face to face training on September 25, 2024_LUCENA/BOAC

To:

Dear Partner AAOs,

Good day!

We will have our annual **Agency Authorized Officers and Electronic Remittance File Handlers (face to face) training for CY 2025 on September 25, 2025 (Thursday) from 7:00am to 1:00pm**, at **Quezon Convention Center, Brgy. X Belen Drive, Capitol Compound, Lucena City**. Please see attached Formal Invitation Letter. We are pleased to have you as our participant. We believe that this training will greatly help you in performing your AAO duties and responsibilities.

Attendees:

- 1- Principal AAO **or** Alternate AAO
- 1- ERF Handler (please inform your ERH handler regarding the training)

Please click link or scan QR code below to register and confirm your attendance:<https://forms.gle/Snbv5UHntvEKzTSC8>

Attendance and Issuance of Certificate

- Please register your Last name, First Name and Middle initial correctly in the provided registration link
- We encourage you to come early, on-site registration is from 7:00am to 8:00am.
- Only those who have completed the 3-hours training program and answered the post evaluation form shall be issued a certificate of attendance.

Additional Requirements

- Pen and paper

For inquiries and clarifications, you may e-mail **Ms. Paron, Pauline Antonette V.** paavparon@gsis.gov.ph.

Thank you so much and see you all there.

Best Regards,

Pauline Paron

Baguio, Bayombong, Bulacan & Laoag Coverage

Membership Department,

Luzon Group

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Invitation for the 2025 Agency Authorized Officers & Electronic Remittance File Handlers Training_SEPT 25_LUCENA & BOAC.pdf

98K



Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan



August 25, 2025

Dear Head of Agency,

Thru: Agency Authorized Officers and Electronic Remittance File Handlers

In line with our continuing effort to maintain a reliable and updated membership database, we would like to request for a meeting with **Principal/Alternate Agency Authorized Officers (AAOs) and Electronic Remittance File Handlers** for our annual AAOs and ERF Handlers Re-training, on **September 25, 2025**, from **7:00am to 1:00pm** at **Quezon Convention Center, Brgy. X Belen Drive, Capitol Compound, Lucena City**. We will reserve 2 seats for your agency representatives

The training will cover the topics below:

AAO Accounts	Discussion regarding the forms needed based on the issues regarding account of an AAO
AAO Certification Site	A rundown on the website to endorse loan applications and generation of reports
WEBMSP	Recap on the website to transmit their membership requests for creation and updating of member's record directly to our system; along with the request forms (Forms A-F) and their enhancement and uses
ERF Handlers	
Enhancements and Updates	Review of the programs offered by GSIS as well as the enhancements and updates in the facilities (i.e. WebMSP and EBCS)

To confirm your participation, kindly reply to this invitation by on or before **September 15, 2025** indicating your availability and willingness to attend the training program. In case you are unable to attend, please let us know at your earliest convenience so that we may offer the opportunity to another deserving candidate.

We look forward to your positive response and participation in the training program. Should you require any further information or have any questions, please do not hesitate to contact **Ms. Pauline Antonette V. Paron** (Membership Coordinator) at paavparon@gsis.gov.ph or thru mobile phone number **09451822232**.

Thank you for your attention, and we hope to have the pleasure of your presence at the re-training program.

Very truly yours,

(signed)

ANA MARIA S. CASTILLO
Department Manager
Membership Department
Luzon Operations Group