




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 213, s. 2014

TO : ALL DISTRICT AND SCHOOL HEADS
BOTH SECONDARY AND ELEMENTARY

FROM : 
: **ISAGANI S. DELA CRUZ**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF UPDATED SERVICE RECORDS**

DATE : July 16, 2014

Please submit a soft copy of an updated Service Records of all teaching and non-teaching personnel in your respective districts and/or schools for the updating membership data and reconciliation of remittances with the Government Service and Insurance System (GSIS) to the Administrative Services Office or through this email, irms_gd76@yahoo.com on or before July 21, 2014.

Immediate dissemination of and strict compliance of this Memorandum is desired.

