



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



November 07, 2016

To: Public Schools District Supervisors  
Elementary/Secondary School Heads  
All Disbursing Officers  
All District Clerks  
All Other Concerned

### **NOTICE OF MEETING**

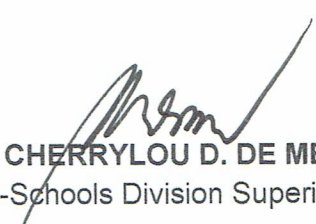
Please be informed that there will be a meeting with the GSIS representatives on November 09, 2016 (Wednesday), 10:00 am at Bulwagang Tanglaw, DepEd Division Office, Trece Martires City, Cavite.

The agenda of this meeting is to discuss the following issues:

- Agency Remittance Advice for Newly Hired DepEd Personnel / Teachers
- Undistributed Accounts
- Preparation of Electronic Remittance File (New Format)
- Other Concerns/Issues

Participants are all Disbursing Officers and District Clerks.

Your attendance to the above mentioned meeting is a must.

  
**CHERRYLOU D. DE MESA**  
OIC-Schools Division Superintendent 