



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**

18 Jan 2024

DIVISION MEMORANDUM
OSDS No. **008**s. 2024

ADDENDUM TO DM NO. 126, S. 2023 ON THE LIST OF EMPLOYEES ENTITLED
TO G SIS REFUND FOR THE MONTH OF SEPTEMBER 2023

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned


1. In reference to the reconciled billings signed by the Payroll Servicing Unit (PSU) for the month of **September 2023**, these employees listed below who have incurred over-deduction on Consolidated Loan, Emergency Loans, Educational Assistance Loan, etc. shall be entitled to a refund.

	NAME OF EMPLOYEE	MFO	TYPE OF LOAN	MONTH DEDUCTED
1.	ARLENE F. CAPOTOY	ELEM	EDUC_ASST	SEPTEMBER 2023

2. Anent this, the Division Office shall download such refund to the respective payroll account of the identified personnel.

3. For any inquiry regarding the amount of refund, personnel concerned are advised to contact Accounting Unit of the Division Office at telephone number (083) 228-6458.

4. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

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Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
PAYMENTS

EPM/DM- addendum to DM no.126, s. 2023 on the list of employees entitled to
GSIS refund for the month of september 2023
0000/January 18, 2024



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