



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
Superintendent

13 JUNE 2024

DIVISION MEMORANDUM  
OSDS No. 102, s. 2023

ADDENDUM TO DM OSDS NO. 049 ON THE LIST OF EMPLOYEES  
ENTITLED TO GSIS REFUND FOR THE MONTH OF FEBRUARY 2024

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 **February 2024**, 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. | RONA JOY L. BAGAFORO | ELEM | GFAL         | FEBRUARY 2024  |

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



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

---

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- list of employees entitled to GSIS  
refund for the month of February 2024  
0000/June 13, 2024