



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

Office of Schools Division
Superintendent

18 JUNE 2024

DIVISION MEMORANDUM
OSDS No. 104, s. 2023

LIST OF EMPLOYEES ENTITLED TO G SIS REFUND FOR THE MONTH OF
FEBRUARY, MARCH AND APRIL 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, March and April 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.	ANALYN D. LAZARTE	ELEM	CPL	APRIL 2024
2.	GEDD B. DELMO	ELEM	GFAL	APRIL 2024
3.	RONA JOY L. BAGAFORO	ELEM	GFAL	MARCH 2024
4.	RONA JOY L. BAGAFORO	ELEM	GFAL	FEBRAURY 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



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 OSDS NO. 082, s. 2024
on the list of employees entitled to GSIS refund
for the month of February, March and April 2024
0000/June 18, 2024



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