



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

Office of Schools Division  
Superintendent

27 Feb 2024

DIVISION MEMORANDUM  
OSDS No. **034** s. 2024

ADDENDUM TO DM NO. 119, S. 2023 ON THE LIST OF EMPLOYEES ENTITLED  
TO GSIS REFUND FOR THE MONTH OF AUGUST 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 **August 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.	ANNIE GRACE G. BALIGUAT	SEC	EMRGYLN	AUGUST 2023
2.	EMELITA V. CALANZA	SEC	EMRGYLN	AUGUST 2023
3.	ZOSIMA L. ESMILLA	SEC	EMRGYLN/GFA L/CPL	AUGUST 2023
4.	PINKY M. SIMBAG	SEC	EMRGYLN	AUGUST 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. 119, S. 2023 on the list of employees entitled to  
GSIS refund for the month of August 2023

0000/February 27, 2024



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