



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

August 12, 2024

**DIVISIONAL MEMORANDUM**  
No. 226, s. 2024

**DISSEMINATION OF VARIOUS ISSUANCES RELATIVE TO GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)**

TO : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
Division Office Personnel  
This Division


1. Pursuant to Regional Memorandum No. 0551, s. 2024 “Dissemination of Various Issuances Relative to Government Services and Insurance System (GSIS), this Office informs all teaching and non-teaching personnel on the following memorandums:

- a. Memorandum OUF-2024-0549 dated July 16, 2024 regarding **GSIS Group Personal Accident Insurance (GSIS-GPAI)** covering October 5, 2023 to October 5, 2024;
- b. Memorandum dated July 16, 2024 from the Office of the Undersecretary for Finance re: **Registration to GSIS Touch for all DepEd Teaching and Non-teaching Personnel**; and

2. The documentary requirements for the claim are found in Annex A. Claims must be reported to [nonmotorclaims@gsis.gov.ph](mailto:nonmotorclaims@gsis.gov.ph) , which includes the complete contract details of the claimant/victim, including email address, landline or phone number, contact person, and mailing address. The claim should be filed within 120 days from the date of the accident or discovery of the loss.

3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. This Office directs immediate and wide dissemination of the Memorandum.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



July 26, 2024

REGIONAL MEMORANDUM  
No. OSSI, s. 2024

DISSEMINATION OF VARIOUS ISSUANCES RELATIVE TO  
GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Agency Authorized Officers  
School Heads  
Human Resource Management Officers  
Administrative Officers of Schools  
All Others Concerned

1. This is to disseminate the following communications relative to Government Service and Insurance System (GSIS), for information and compliance.
  - a. Memorandum dated July 16, 2024 from the Office of the Undersecretary for Finance re: **GSIS Group Personnel Accident Insurance (GSIS-GPAI)**; and
  - b. Memorandum dated July 22, 2024 from the Office of the Undersecretary for Finance re: **Registration to GSIS Touch for all DepEd Teaching and Non-teaching Personnel**
2. Review of the cited materials is strongly advised for the guidance of the Office concerned.
3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated  
To be indicated in the Perpetual Index  
under the following subject:

BENEFITS

DTS Nos. 24-122216 & 24-122218

ASD-PS/amma-d



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone No: (088) 881-3137  
Email: region10@deped.gov.ph  
Website: r10.deped.gov.ph





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

July 22, 2024

For : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CENTRAL OFFICE PERSONNEL  
ALL TEACHING AND NON-TEACHING PERSONNEL**

FROM : *Annalyn M. Sevilla*  
**ANNALYN M. SEVILLA**  
Undersecretary

SUBJECT : **REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE  
SYSTEM (GSIS) TOUCH FOR ALL DEPED TEACHING AND NON-  
TEACHING PERSONNEL**

To ensure that all DepEd teaching and non-teaching personnel are fully informed about the service and advantages offered by GSIS, this office strongly encourages and advocates the registration to the "GSIS Touch" which is a vital platform that facilitates convenient access to GSIS benefits and services.

The following are the steps to register to the GSIS Touch:

- Step 1:** Open an Account
- Download the GSIS TOUCH MOBILE APP.
  - Enter your Birthdate and BP number to create an account.
- Step 2:** Enter the One Time Pin (OTP)
- An OTP will be sent to your registered mobile number.
  - Enter the OTP on the portal to validate your registration.
- Step 3:** Create Username and Password
- Follow the prompts to create a username and password for your GSIS touch account.

If your mobile number is not registered or needs updating, use any of the following materials:

- Visit GWAPS Kiosk
- Contact the Authorized Agency Officer (AAO), or
- Visit the nearest GSIS Branch



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City  
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703  
Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)

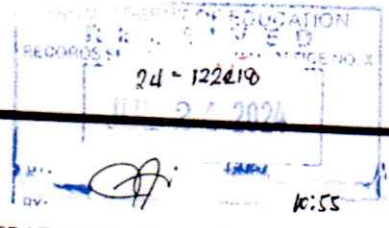
All personnel must complete the registration process for GSIS Touch. Failure to comply may result in delays in accessing GSIS benefits and services.

Immediate dissemination and compliance with this Memorandum are desired. For inquiries, please contact **Finance Service - Employee Account Management Division (FS-EAMD)** at 8633-7248 or email at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).

AS 7/22

RECEIVED  
JUL 23 2024  
2:00

# DEPED X NORTHERN MINDANAO



**From:** Employee Account Management Division  
**Sent:** Tuesday, 23 July 2024 2:56 pm  
**To:** Estela Carino; DEPED CORDILLERA ADMINISTRATIVE REGION; Wilfredo Cabral; DEPED NATIONAL CAPITAL REGION; Tolentino Aquino; DEPED I ILOCOS REGION; Benjamin Paragas; DEPED II CAGAYAN VALLEY; May Eclar; DEPED III CENTRAL LUZON; Alberto Escobarte; DEPED REGION IV-A CALABARZON; Nicolas Capulong; MIMAROPA REGION; Gilbert Sadsad; DEPED V BICOL REGION; Ramir Uytico; DepEd VI Western Visayas; Salustiano Jimenez; DepEd Region VII Central Visayas; Evelyn Fetalvero; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; Ruth Fuentes; Arturo Bayocot; DEPED X NORTHERN MINDANAO; Allan Farnazo; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; Ma. Gemma Ledesma  
**Cc:** Elmer Enriquez; Roma Kristine Asuncion; Cristaner Paller  
**Subject:** Registration procedures to Government Service and Insurance System (GSIS) Touch for all DepEd Teaching and Non-Teaching Personnel  
**Attachments:** Registration to GSIS Touch for all Deped Teachings and Non-Teaching Personnel.pdf

Dear, Sirs/Mesdames

Greetings!

To ensure that all DepEd teaching and non-teaching personnel are fully informed about the service and advantages offered by GSIS, this office strongly encourages and advocates the registration to the "GSIS Touch" which is a vital platform that facilitates convenient access to GSIS benefits and services.

Please forward this to your respective School Division Offices as well.

Thank you.

**Employee Account Management Division (EAMD)**  
Department of Education - Finance Service  
2nd Flr., T. Alonzo Bldg., DepEd Complex  
Meralco Avenue, Pasig City 1600

We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link: [bit.ly/EAMDFB](http://bit.ly/EAMDFB)






Republic of the Philippines  
**Department of Education**  
Office of the Undersecretary for Finance

**MEMORANDUM**

**OUF-2024-0549**

July 16, 2024

TO : **REGIONAL DIRECTORS**  
**DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**  
**DIRECTOR IV, INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

FROM :   
**ANNALYN M. SEVILLA**  
Undersecretary

SUBJECT : **GSIS GROUP PERSONAL ACCIDENT INSURANCE (GSIS-GPAI)**

This is to reiterate that DepEd personnel who are involved in work and non-work-related accidents may file a claim under the Government Service Insurance System (GSIS) Group Personal Accident Insurance (GPAI) policy.

Under the GSIS-GPAI, DepEd personnel can claim for accidental death or dismemberment of up to Php100,000.00. GPAI also offers medical reimbursement feature for accident-related injuries of up to Php30,000.00.

The said policy includes injuries sustained in accidents encountered by covered DepEd personnel both locally and internationally, whether work-related or not. Furthermore, 100% of the principal sum will be received by the beneficiaries of the DepEd personnel in case of unprovoked murder or assault.

Claims must be reported to [nonmotorclaims@gsis.gov.ph](mailto:nonmotorclaims@gsis.gov.ph) which includes the complete contact details of the claimant/victim, including email address, landline or phone number, contact person, and mailing address. The claim should be filed within 120 days of the date of the accident. Attached as Annex A are the required documents to be submitted in filing claims.

For dissemination and compliance.

Copy Furnished:

1. **Wilfredo E. Cabral**  
Undersecretary for Human Resource and Organizational Development
2. **Francis Cesar B. Bringas**  
Assistant Secretary for Operations



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City  
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703  
Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)

## **ANNEX A**

### **GOVERNMENT SERVICE INSURANCE SYSTEM - GROUP PERSONAL ACCIDENT INSURANCE (GSIS GPAI)**

**COVERAGE:** From October 05, 2023 to October 04, 2024

#### **REQUIREMENTS:**

##### **MEDICAL REIMBURSEMENT CLAIM**

1. **Original** Endorsement of Claim by the Office of the Insured Person to GSIS
  2. **Original** Medical Certificate
  3. **Original** Official Receipts for medical expenses incurred
  4. **Original** Doctor's Prescription (for over the counter medicines)
  5. Photos of bodily injuries
  6. Vaccination Schedule (if injury caused by Animal Bite / Scratch)
  7. Statement of Account (if hospitalized)
  8. Hospital Records (Clinical Abstract, Laboratory, X-Ray, CT Scan Results)
  9. **For Vehicular Accident: Original** Police Report or **Originally Signed CTC** of the Police Report
- For Non-Vehicular Accident:**
- **Original** Affidavit on the Circumstances of the Accident (**Notarized**) with attached photocopy of valid ID w/ signature & picture
  - **Original** Affidavit of Two Disinterested Witness (**Notarized**) with attached photocopy of valid ID w/ signature & picture

##### **ACCIDENTAL DEATH/DISEMBEUREMENT**

1. **Original** Endorsement of Claim to GSIS by Head of Office of the Insured Person
2. **Original** PSA Death Certificate
3. **Original** Certificate of Employment prior to death w/ Service Record
4. **Original** or CTC of Police/Traffic Investigation Report
5. Photos of bodily injury/incident
6. Statement of account (if hospitalized)
7. Hospital Records (Clinical Abstract, Laboratory, X-ray, CT Scan Results)
8. Autopsy Report, if any
9. **Original** Certificate of Legal Heirs from the assured's Human Resources Dept.
10. **If the deceased is married:**
  - **Original** PSA Marriage Certificate
  - **Original** PSA Birth Certificate of Children
  - For minor children: **Original** Affidavit of Guardianship
11. **If the deceased is single :**
  - **Original** PSA Birth Certificate of Insured
  - **Original** PSA Marriage Certificate of Parents
12. Extrajudicial Affidavit & Waiver of Rights, if applicable



<b>Line</b> PERSONAL ACCIDENT GROUP PERSONAL ACCIDENT	Premium	97,469,600.00
<b>Policy ID</b> : 1000775262	Doc Stamps	0.00
<b>Term</b>	Premium Tax	0.00
From OCT 5, 2023 NOON	VAT	0.00
To OCT 5, 2024 NOON	Local Tax	0.00
<b>Issue Date</b> SEP 21, 2023	Other Charges	0.00
	<b>Amount Due</b>	<b>97,469,600.00</b>
	<b>Currency</b>	PHILIPPINE PESO

**Assured :** DEPT OF EDUCATION-CENTRAL OFFICE  
**Address :** DEPED COMPLEX MERALCO AVE, PASIG CITY

**Remarks**

GPAI COVER FOR 974,696 TEACHING, TEACHING-RELATED & NON-TEACHING DEPED PERSONNEL (INCLUDING THOSE ENLISTED AS RESERVED OFFICER IN THE MILITARY)

**DETAILS OF COVERAGE:**

ACCIDENTAL DEATH/DISMEMBERMENT : Php100,000.00/PERSON  
MEDICAL REIMBURSEMENT : 30,000.00/PERSON  
PREMIUM : 100.00/PERSON

**Item/Person Name :** .  
**Occupation/Title :**

Coverage	TSI, per person	Premiums, per person
1 MEDICAL REIMBURSEMENT	29,240,880,000.00	66,279,328.00
2 ACCIDENTAL DEATH	97,469,600,000.00	31,190,272.00
	<b>TOTAL :</b>	<b>97,469,600.00</b>

**WARRANTIES AND CLAUSES AT THE TIME OF ISSUE :**

**SUBJECT TO GSIS STANDARD PERSONAL ACCIDENT INSURANCE**

24HOUR ACCIDENT RIDER INCLUDING ALL COMMERCIAL FLYING (TERRITORIAL LIMIT-WORLDWIDE)

THIS POLICY COVERS AGAINST LOSS RESULTING DIRECTLY AND INDEPENDENTLY OF ALL OTHER CAUSES, FROM BODILY INJURIES CAUSED BY ACCIDENT. HOWEVER, COVERAGE AS RESPECTS FLYING IS LIMITED TO LOSS OCCURRING WHILE THE INSURED IS RIDING SOLELY AS A PASSENGER, NOT AS AN OPERATOR OR CREW MEMBER, IN, BOARDING OR ALIGHTING FROM:

- a. A certified passenger aircraft provided by a commercial airline on any regular, scheduled or non-scheduled, special or chartered flight and operated by a properly certified pilot flying between duly established and maintained airports, or

USER : PHX\_GSIS

INTERMEDIARY UND

Documentary Stamps to the value stated above have been affixed and properly cancelled on the office copy of the Policy.



b. Any transport type aircraft operated by the Military Air Transport Service (MATS) of the United States of America or by the similar air transport service of any duly constituted governmental authority of the recognized government of any nation anywhere in the world.

BENEFITS

The Insurance afforded is only with respect to injuries which, directly or indirectly of all other causes, result in death, dismemberment, total disability or medical expense, as stated hereunder, within the time limits indicated, but only against so many of the benefits as are specifically indicated in the Declaration page by the insertion of a premium charge or charges.

PART I. LOSS OF LIFE INDEMNITY

When the injury results in loss of life of the Insured within one hundred eighty (180) days after the date of the accident the FUND will pay the LOSS OF LIFE INDEMNITY stated in the Schedule.

PART II. DISMEMBERMENT, LOSS OF SIGHT, HEARING, SPEECH INDEMNITY

When injury does not result in loss of life of the Insured within one hundred eighty (180) days after the occurrence of the accident but does result in any of the following losses within said one hundred eighty (180) days, the FUND will pay for loss of:

Two limbs .....	100%	of the Principal Sum
Both Hands or all Fingers and both thumbs .....	100%	of the Principal Sum
Both Feet .....	100%	of the Principal Sum
Sight of Both Eyes .....	100%	of the Principal Sum
Arm at or above elbow .....	70%	of the Principal Sum
Arm between elbow and wrist .....	60%	of the Principal Sum
One Hand .....	50%	of the Principal Sum
Four Fingers & Thumb of one hand .....	50%	of the Principal Sum
Four Fingers .....	35%	of the Principal Sum
Thumb .....	15%	of the Principal Sum
Index Finger .....	10%	of the Principal Sum
Middle Finger .....	6%	of the Principal Sum
Ring Finger .....	5%	of the Principal Sum
Little Finger .....	4%	of the Principal Sum
Metacarpals First or second (additional)		

Third, fourth or fifth (additional).....	2%	of the Principal Sum
Leg at or above knee .....	60%	of the Principal Sum
Leg below Knee .....	50%	of the Principal Sum
One Foot .....	50%	of the Principal Sum
Toes-		
All of one Foot .....	25%	of the Principal Sum
Big Toe .....	5%	of the Principal Sum
Any Toe other than big toe, each .....	1%	of the Principal Sum
Sight of one Eye .....	50%	of the Principal Sum
Hearing-		
Both Ears .....	50%	of the Principal Sum
One Ear .....	25%	of the Principal Sum
Speech .....	100%	of the Principal Sum

The occurrence of any specific loss for which indemnity is payable under this Part shall at once terminate all insurance under this Policy, but such termination shall be without prejudice to any claim originating out of the accident causing such loss.

No indemnity will be paid under any circumstances for more than one of the losses, the greatest, for which provision is made in this Part.

**PART III. PERMANENT TOTAL DISABILITY**

When as the result of injury and commencing within 180 days of the date of the accident, the Insured is totally and permanently disabled and prevented from engaging in each and every occupation or employment for compensation or profit for which he is reasonably qualified by reason of his education, training or experience, the FUND will pay, provided such disability has continued for a period of twelve consecutive months and is total, continuous and permanent at the end of this period, the Principal Sum less any other amount paid or payable under this Policy as the result of the same accident, at the rate of one percent per month for 100 months.

**PART IV. MEDICAL EXPENSE REIMBURSEMENT**

When by reason of injury, the Insured shall require treatment by a legally qualified physician or surgeon, confinement in a hospital or the employment of a licensed or graduate nurse, the FUND will pay the actual expense incurred within fifty two weeks from the date of the accident for such treatment, hospital charges and nurses' fees which is in excess of the deductible amount (if any) stated in the Schedule, but not exceed the aggregate amount payable stated in the Schedule as the result of any one accident.



PART V.

EXCLUSIONS

The insurance with respect to the above hazards shall not apply:

- a. to loss caused directly or indirectly, wholly or partly by:
  1. bacterial infections (except pyogenic infections which shall occur through an accidental cut or wound);
  2. any other kind of disease;
  3. medical and surgical treatment (except such as may be necessary solely for injuries covered by this policy and performed within the time provided in the policy);
  4. murder, assault or any attempt thereat.
- b. to suicide or any attempt thereat (sane or insane);
- c. to loss occasioned by war, invasion, act of foreign enemy, hostilities or warlike operations (whether war be declared or not), mutiny, riot, civil commotion, civil war, rebellion, revolution, insurrection, conspiracy, military or usurped power, martial law or state of siege, or any of the events or causes which determine the proclamation or maintenance of martial law or state of siege, seizure, quarantine, or customs regulations or nationalization by or under the order of any government or public or local authority, or any weapon or instrument employing atomic fission or radioactive force, whether in time of peace or war. Provided that those Insured assigned or located in Bangsamoro Autonomous Region in Muslim Mindanao shall be covered under this policy unless it is found that the Insured has actively participated in the activity.

This exclusion shall not be affected by any endorsement which does not specifically refer to it, in whole or in part. The Insured, shall, if so required, and as a condition precedent to any liability of the FUND, prove that the loss did not any way arise under or through any of the above excepted circumstances or causes.

INCLUSION OF UNPROVOKED MURDER OR ASSAULT - PA - 100%

IT IS HEREBY DECLARED AND AGREED THAT policy Provision under Item 4-exclusion (a) Twenty Four Hour Accident Rider A-5, attachment of this policy, is amended to read as follows:

"IT IS FURTHER DECLARED AND AGREED that the Principal Sum hereunder for loss of life arising from directly or indirectly due to unprovoked murder or assault is ONE HUNDRED (100%) OF THE PRINCIPAL SUM BUT NOT TO EXCEED P100,000.00".

ATTACHED TO AND FORMING PART OF POLICY ID 1000775262

CIVIL CODE ARTICLE 1250 WAIVER CLAUSE

IT IS HEREBY DECLARED AND AGREED that the provision of Article 1250 of the Civil Code of the Philippines (Republic Act No. 386) which reads:

"In case an extraordinary inflation or deflation of the currency stipulated should supervene, the value of the currency at the time of the establishment of the obligation shall be the basis of payment,"...shall not apply in determining the extent of liability under the provisions of this Policy.

PROVISION ON GSIS APPLICABLE TAXES & DOCUMENTARY STAMP TAX:

It is understood that all applicable taxes, including Documentary Stamp Tax (DST), if any shall be borne by the Insured.

PROVISION ON GSIS NON-ISSUANCE OF PROVISIONAL RECEIPT

GSIS does not issue a provisional receipt as proof of premium payment for all insurance policies issued. An official receipt shall be issued upon payment by the Assured.

NOTICE OF LOSS/CLAIM

File the notice of loss/claim of the DepEd teaching and non-teaching personnel within sixty (60) calendar days from date of accident or discovery of loss by actual notification via different modes of communication; and

DOCUMENTARY REQUIREMENTS

Submit the complete basic documentary requirements for claims processing within one hundred twenty (120) calendar days from date of accident or discovery of loss. Additional requirements shall be submitted within thirty (30) calendar days from receipt of GSIS' written request.

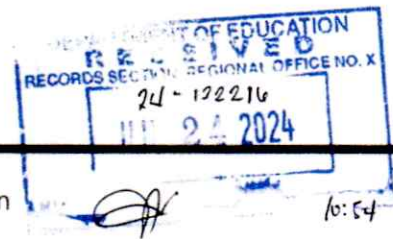
IN WITNESS WHEREOF, the company has caused this policy to be signed by its duly authorized officer/representative at Financial Center, Pasay City as of the date of issue.

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Documentary Stamps to the value stated above have been affixed and properly cancelled on the office copy of the Policy.



## DEPED X NORTHERN MINDANAO



**From:** Employee Account Management Division  
**Sent:** Tuesday, 23 July 2024 2:45 pm  
**To:** Estela Carino; DEPED CORDILLERA ADMINISTRATIVE REGION; Wilfredo Cabral; DEPED NATIONAL CAPITAL REGION; Tolentino Aquino; DEPED I ILOCOS REGION; Benjamin Paragas; DEPED II CAGAYAN VALLEY; May Eclar; Ferdinand Pitagan; DEPED III CENTRAL LUZON; Alberto Escobarte; DEPED REGION IV-A CALABARZON; Nicolas Capulong; MIMAROPA REGION; Gilbert Sadsad; DEPED V BICOL REGION; Ramir Uytico; DepEd VI Western Visayas; Salustiano Jimenez; Bureau of Human Resources and Organizational Development Office of the Director; ICTS - Office of the Director; DepEd Region VII Central Visayas; Evelyn Fetalvero; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; Ruth Fuentes; Arturo Bayocot; DEPED X NORTHERN MINDANAO; Allan Farnazo; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; Ma. Gemma Ledesma  
**Cc:** Elmer Enriquez; Roma Kristine Asuncion; Cristaner Paller  
**Subject:** MEMO OUF-2024-0549 - GSIS-GPAI  
**Attachments:** MEMO OUF-2024-0549 - GSIS-GPAI.pdf

Dear, Sirs/Mesdames

Greetings!

This is to reiterate that DepEd personnel who are involved in work and non-work-related accidents may file a claim under the Government Service Insurance System (GSIS) Group Personal Accident Insurance (GPAI) policy.

Please forward this to your respective School Division Offices as well.

Thank you.

### **Employee Account Management Division (EAMD)**

Department of Education - Finance Service  
2nd Flr., T. Alonzo Bldg., DepEd Complex  
Meralco Avenue, Pasig City 1600

*We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link:*  
[bit.ly/EAMDFB](http://bit.ly/EAMDFB)