



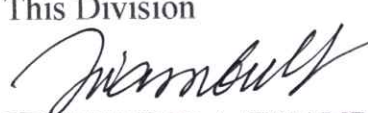
Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

No. 451, s. 2022

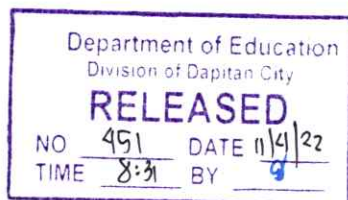
TO : ALL TEACHING AND NON-TEACHING PERSONNEL
This Division

FROM : 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

SUBJECT : UTILIZATION OF REQUEST FORM FOR CHANGE &
CORRECTION OF GSIS MEMBER'S PERSONAL DATA

Date : November 3, 2022

1. Effective November 3, 2022, all teaching and non-teaching personnel of this division are required to fill out the Request Form for Change & Correction of GSIS Member's Personal Data.
2. This is to ensure that the data sent by the Agency Authorized Officer (AAO) to GSIS is accurate and with proper permission by the member/employee.
3. Attached is the Request Form.
4. For information, guidance and compliance of all concerned.



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REQUEST FORM
CHANGE & CORRECTION OF GSIS MEMBER'S PERSONAL DATA

Request No. : _____

Date: _____

Requester's Name: _____

Contact No.: _____

Email address: _____

Change

Correction

Instructions: Please put check(✓) on the box provided that corresponds to the data you want to change/correct.

Member's Personal Data to be Change/Correct	From	To
Date of Birth		
Gender		
Civil Status		
Email address		
Contact Number		
Others (Please specify)		

Requester's Signature

GSIS AAO Action Taken

FORM TYPE	FILE NAME	BP NUMBER	LAST NAME	FIRST NAME	DATE OF BIRTH	STATUS

Processed by:

GERALDINE Q. BULAY-OG
GSIS AAO/ADAS III

OSDS-ADM-CASH-FO3, Rev. 00, Eff. 09/12/2022



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