



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

AUG 01 2024

DIVISION MEMORANDUM
No. 223, s. 2023

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Teaching and Non-Teaching Personnel

1. Attached is a copy of Memorandum dated July 22, 2024, from Usec. ANNALYN M. SEVILLA, Undersecretary for Finance, Department of Education, on the above-captioned subject, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate dissemination of, and strict compliance with this Memorandum is desired.

VIOLETA M. GONZALES
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated
References: as stated

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES RECORD SERVICE CONTRIBUTIONS

HR-JY/ Registration to Government Service and Insurance System (GSIS) Touch for All DepED Teaching and Non-Teaching Personnel

223/July 31, 2024

NUM-2024-223



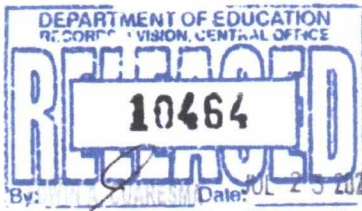
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

July 22, 2024

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

FROM : 
ANNALYN M. SEVILLA
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

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.

AS 8/22

