



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

Office of the Schools Division  
Superintendent

SEP 16 2025

**NOTICE OF MEETING**  
September 15, 2025

TO : Ms. Noemi A. Valdez  
Ms. Virma U. Amistoso  
Ms Karina E. Medina  
Ms. Angel M. Francisco  
Ms. Shiela H. Bachoco  
Ms. Joeycor J. Rendon  
Ms. Nathalee D. Estiller  
Mr. Dunn Luvik C. Mandigal  
Mr. Jericho B. Ylen

FROM :   
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DATE/TIME : September 30, 2025, Tuesday, 1:00pm

VENUE : 1st Floor Mini Conference Room

AGENDA :  
1. Revised process flow of HR Remittance Team  
2. Unpaid and underpaid premiums with GSIS  
3. GSIS ARA forms upload schedule  
4. Payroll and benefits payment  
5. Salary documentation requirements  
6. Remittances – LWOP under supplemental

HR-AMF/JY Coordination Meeting on Revised Process Flow for Remittance

118/September 11, 2025 NOM-2025-118