



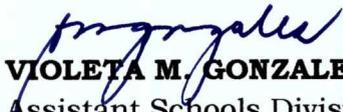
Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

OCT 02 2025

**NOTICE OF MEETING
CORRIGENDUM**
September 30, 2025

TO : Ms. Noemi A. Valdez
Ms. Virma U. Amistoso
Ms. Mauren Malay
Ms. Karina E. Medina
Ms. Lorizatie V. Santos
Mr. Romeo E. Relato III
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 : October 3, 2025, Friday, 1:00pm – 3:00pm

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
126 /September 30, 2025

NOM-2025-126



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