



23-08936

Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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Office of the Schools Division Superintendent

**OFFICE MEMORANDUM**

OSDS-2023-049

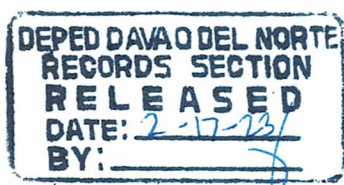
TO: **ROWENA M. INUTAN**  
Administrative Officer IV  
Cash Unit

SUBJECT: **UP KEEPING OF OFFICIAL RECEIPTS FROM GSIS, HDMF AND PHIC**

DATE: February 16, 2023

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1. It has been suggested by MS. LORADEL L. BARICAUA and Mr. ROY T. ENRIQUEZ, during a virtual meeting to discuss Division Payroll Services Unit matters that the safekeeping of all original official receipts from the three (3) government agencies: Government Service Insurance System (GSIS), Home Development Mutual Fund (HDMF) and Philippines Health Insurance Corporation (PHIC), in which the Office makes monthly remittances to, shall be administered by you and scanned copies of same documents will still be kept as another measure to ensure thorough safeguarding for any future reference.
2. In this regard, please secure the copies of the OR's from concerned personnel to your possession and file the same.
3. For strict compliance.



For the Schools Division Superintendent:

  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Acctng/MLQ

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