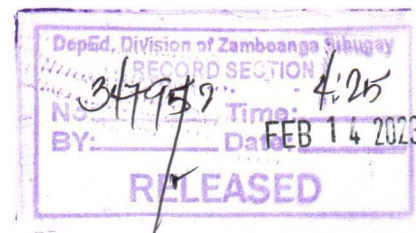




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



14 Feb 2023

DIVISION MEMORANDUM

NO. CH, s. 2023

REORIENTATION ON THE PREPARATION AND UPDATING OF GSIS ARA, NOTICE OF STEP INCREMENT (NOSI), NOTICE OF SALARY ADJUSTMENT (NOSA) AND PSIPOP

To : OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Secondary IUs
Personnel Section
All Others Concerned
This Division

1. In order to orient and capacitate the school personnel in-charge in the preparation and timely submission of HR-relevant documents, the Personnel Section of this Division will be conducting a Reorientation on the Preparation and Updating of GSIS ARA, Notice of Step Increment (NOSI), Notice of Salary Adjustment (NOSA) and PSIPOP at Division Office Conference Room on 17 February 2023 @ 8:00 in the morning.
2. This notice of meeting serves as travel authority to all concerned participants. *(See attached list)*
3. The identified participants are required to bring laptop/desktop and relevant documents like PSIPOP and the like.
4. Travelling expenses of all identified participants shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum is highly enjoined.


DR. JEANELYN A. ALEMAN, CESO VI
Schools Division Superintendent

Encl: As stated

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

REORIENTATION
PSIPOP

GSIS
HR RELATED

ZS-DM-OSDS-PER-2023-02-013-0
RRAR-20231402



LIST OF PARTICIPANTS			
School	Payroll In-Charge	ARA In-Charge (GSIS)	PSIPOP In-Charge
	Name	Name	Name
ALICIA NHS	GERALD JHON B. CASTAÑETO	MAE D. CERCADO	MARRISA D. CUTAMORA
DIPLAHAN NHS	AIZEL D. GEONZON	JONALOU S. NADAL	AIZEL D. GEONZON
IMELDA NHS	JAYCELLE P. ARAO	JAYCELLE P. ARAO	ARLENE D. CUADRAS
IPIL NHS	JANNET J. ABACAHIN	ANGELITA A. ANIÑON	ANGELITA A. ANIÑON
ZAMBOANGA SIBUGAY NHS	JESSAM ROAN T. SABANGAN	JESSAM ROAN T. SABANGAN	JESSAM ROAN T. SABANGAN
FRANCISCO RAMOS NHS	DAVISON L. AUSTRIA	LEILANI T. ABEDEJOS	SUGAR REY D. CALLAO
KABASALAN NHS	JOHN VIMELOU B. DANDA	OFELIA C. BAYLON	JANE MALOU G. DEIPARINE
MALANGAS NHS	ROMER P. ALAR	GENERICK B. PANILAG	JOHN BOB B. TEVES
NAGA NHS	CONCEPCION E. VALLENA	IREN N. HAPONA	IREN N. HAPONA
SANTA CLARA NHS	ARROLD M. CALUMPANG	BERNANDITA E. GUINIT	JENNY C. MAQUILAN
OLUTANGA NHS	BLAISE N. MALIG-ON	JOVELYN H. COTILLAR	RENALENE P. DE ROXAS
SURABAY NHS	RHEA G. PRESIDENTE	HAYDEE B. ODTOHAN	HAYDEE B. ODTOHAN
SIAY NHS	JUDYLYN M. EGUIA	JESSA A. BRANZUELA	LEONELFA C. SUIZA
TALUSAN NHS	ANN JANE M. TUBAL	LEOMAR B. BALBIN	RODRIGO M. MAJORINOS, JR.
TITAY NHS	JANETH B. BEBEDOR	JORDAN PAUL A. BICERA	AQUILES C. ARANETA JR.
TUNGAWAN NHS	JOCELYN B. ANDALES	JADE A. NAVARETTE	JADE A. NAVARETTE