Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 1281, s. 2026

NOV 0 6 2026

INVITATION TO THE DEPED MEETING ON THE ONLINE SUBMISSION OF RETIREMENT AND SEPARATION BENEFIT CLAIMS AND HOA/AEO ENDORSEMENT PROCESS

TO: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is the invitation from GSIS Bacolod and Dumaguete City Branch Offices re: Online Submission of Retirement and Separation Benefit Claims and HOA/AEO Endorsement Process, which is self-explanatory.

2. All Schools Division Superintendents are requested to ensure the participation of their respective concerned personnel, including those from NHSs and IU Schools, to facilitate proper coordination and ensure uniform implementation of the prescribed procedures.

3. The link to access the Microsoft Teams meeting is provided below for information and guidance:

Meeting ID: 430 780 117 574 132
Passcode: CJ6et6PN

4. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

BUREAUS AND OFFICES MEETINGS

ASD/PS/LAS/REGIONAL MEMO-Dissemination-Invitation Meeting-Online Submission of Retirement and Separation Benefit Claims...

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GSIS Bacolod <gsisbacolod@gsis.gov.ph> 10:13 AM (5 hours ago)

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Dear Partner in DepEd Agencies,

Good day!

In connection with the Online Submission of Retirement and Separation Benefit Claims and the implementation of **DepEd Negros Island Region Regional Memorandum No. 1154, s. 2026** and **GSIS Memorandum Circular No. 076, s. 2026**, we are pleased to invite all concerned officials to a short meeting on **November 10, 2026 (Tuesday), at 2:00 PM via Microsoft Teams**.

The meeting aims to discuss the prescribed process flow for the online filing and endorsement of retirement and separation benefit claims. It will also cover the clustering of **National High Schools (NHS)** and **Implementing Unit (IU) Schools** under their respective **Schools Division Offices (SDOs)** for purposes of HOA/AEO endorsement and compliance with the online retirement claims process.

Microsoft Teams Meeting Details
Join Meeting: https://teams.microsoft.com/meet/430780117574132?p=WqzeiXC4CQr0zWTU7n
Meeting ID: 430 780 117 574 132
Passcode: CJ6et6PN

We highly encourage the attendance of all concerned officials from the SDOs, NHS, and IU Schools to ensure the smooth, consistent, and effective implementation of the prescribed retirement claims process.

Thank you, and we look forward to your participation.

GSIS Bacolod Branch Office