



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 757, s. 2026

JUL 21 2026

**SUBMISSION OF WRITTEN JUSTIFICATION FOR NON-ATTENDANCE
IN THE COORDINATION MEETING WITH THE GOVERNMENT
SERVICE INSURANCE SYSTEM (GSIS) BOARD OF TRUSTEES
REPRESENTATIVE FOR THE EDUCATION SECTOR**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Relative to Regional Memorandum No. 725, s. 2026 titled "**Coordination Meeting with the Government Service Insurance System Board of Trustees Representative for the Education Sector**" dated July 14, 2026, this Office conducted the high-level coordination meeting on July 21, 2026 to address critical operational matters such as Unpaid Premium Receivables, billing harmonization, and employee benefit updates.
2. As explicitly stipulated in Item 3 of the aforementioned Memorandum, attendance of designated participants was strictly required to ensure maximum efficiency and full representation across all Schools Division Offices and functional divisions.
3. In view thereof, all expected participants who failed or were unable to attend their scheduled session are hereby directed to submit a formal written explanation / justification stating the reason(s) for their absence. The written letter must be addressed to the Regional Director and to be submitted not later than 5:00PM today via official DepEd NIR email nir@deped.gov.ph.
4. Appropriate supporting documents (e.g., Medical Certificate, approved Travel Order with prior conflicting official assignment, or official proof of emergency) must be attached to the written justification.
5. Immediate dissemination of and strict 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:

EMPLOYEE OFFICIALS TEACHERS POLICY

ASD/PS/AGSanchez/REGIONAL MEMO - S. 2026-Justification on Absence re GSIS Coordination Meeting



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: depednir.net