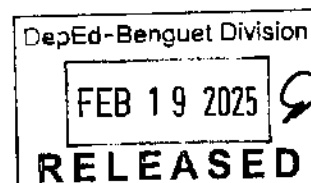




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DIVISION MEMORANDUM

NO. 88 S.2024



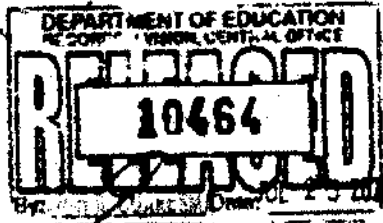
TO: Assistant Schools Division Superintendent
Administrative Officer V
Chief Education Supervisors (CID & SGOD)
SDO Staff and Personnel (OSDS, CID, SGOD)
Secondary and Elementary School Principals (Public and Private)
Head Teachers/Teacher in Charge, Teachers and Non-teaching
All Others Concerned

DATE: February 17, 2025

**REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)
TOUCH FOR ALL DEPED TEACHING AND NON-TEACHING PERSONNEL**

1. Attached is the DepEd Memorandum dated July 22, 2024 signed by Undersecretary Annalyn M. Sevilla, Finance, re: Registration to Government Service and Insurance System (GSIS) Touch for all DepEd Teaching and Non-Teaching Personnel, contents of which are self-explanatory for information and guidance of all concerned.
2. Special attention is drawn to the following personnel who have not yet registered for the GSIS Touch. (See attached lists)
3. Immediate compliance and wide dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

July 22, 2024

For : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
CENTRAL OFFICE PERSONNEL
ALL TEACHING AND NON-TEACHING PERSONNEL

FROM : 
ANNALYN M. SEVILLA
Undersecretary

SUBJECT : **REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE**
SYSTEM (GSIS) TOUCH FOR ALL DEPED TEACHING AND NON-
TEACHING PERSONNEL

To ensure that all DepEd teaching and non-teaching personnel are fully informed about the service and advantages offered by GSIS, this office strongly encourages and advocates the registration to the "GSIS Touch" which is a vital platform that facilitates convenient access to GSIS benefits and services.

The following are the steps to register to the GSIS Touch:

Step 1: Open an Account

- Download the GSIS TOUCH MOBILE APP.
- Enter your Birthdate and BP number to create an account.

Step 2: Enter the One Time Pin (OTP)

- An OTP will be sent to your registered mobile number.
- Enter the OTP on the portal to validate your registration.

Step 3: Create Username and Password

- Follow the prompts to create a username and password for your GSIS touch account.

If your mobile number is not registered or needs updating, use any of the following materials:

- Visit GWAPS Kiosk
- Contact the Authorized Agency Officer (AAO), or
- Visit the nearest GSIS Branch

All personnel must complete the registration process for GSIS Touch. Failure to comply may result in delays in accessing GSIS benefits and services.

Immediate dissemination and compliance with this Memorandum are desired. For inquiries, please contact **Finance Service - Employee Account Management Division (FS-EAMD)** at 8633-7248 or email at fs.eamd@state.tx.us.

Handwritten initials/signature

JUL 23 2024
2:00