



Republic of the Philippines

## Department of Education

REGION III- CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

March 19, 2024

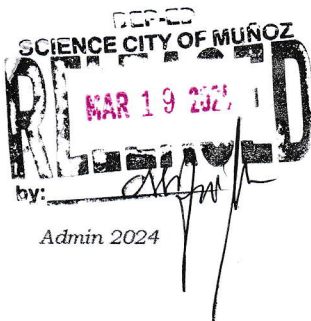
### DIVISION MEMORANDUM

No. 112, s. 2024

To: All DepEd Personnel

#### GSIS SERVICE DESK UMID E-CARD ENROLLMENT ON-SITE

1. This in line with the conduct of GSIS SERVICE DESK UMID E-CARD ENROLLMENT, an off-site application and issuances of UMID CARD by the GSIS Cabanatuan City Branch on March 20, 2024 at SERVICE DESK OFFICE @ CITY GOVT OF MUNOZ.
2. All personnel of the Division who has not yet applied for a GSIS UMID CARD may opt to visit the said location for the application on their free or vacant time provided they have secured travel authority on official time only.
3. Below are the list of requirements to be provided by the employees for assessment;
  - a. GSIS UMID CARD Application Form ([https://www.gsis.gov.ph/downloads/forms/20140818-FORM-UMID\\_ECARD\\_ENROLLMENT\\_FORM.pdf](https://www.gsis.gov.ph/downloads/forms/20140818-FORM-UMID_ECARD_ENROLLMENT_FORM.pdf));
  - b. 2 Valid ID's (Original and Photocopy); and
  - c. If married, kindly bring Marriage Contract (Original and Photocopy) and NSO/PSA/LCRO Birth Certificate (Original and Photocopy, provide that you have already requested for updating your records with your respected AAO's.
4. For information and wide dissemination of this Memorandum is desire.



For:

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

**RONILO ESPILARIO**  
Assistant Schools Division Superintendent



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