



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila

September 7, 2011

MEMORANDUM TO:

**All Financial Staff
Secondary Schools
This Division**

You are hereby authorized to attend the training on the preparation of Electronic Remittance Form (ERF) and other concerns relative to the monthly remittance report to GSIS which will be conducted by the GSIS QC Regional Office Billing and Remittance Group on September 13, 2011 from 1:00 pm to 5:00 pm. at the Quezon City Inter-Active Science Center, Division of City Schools, Quezon City.

A registration fee of One Hundred Fifty Pesos (P150.00) per participant will be collected to cover food and other incidental expenses.

It is requested that each participant will bring his/her own USB driver.

Immediate and wide dissemination of this Memorandum is enjoined.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent