



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon

**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



DO CSJDM  
RELEASED

DEC 07 2018

By: *RSG*  
Records Unit

December 6, 2018

**DIVISION MEMORANDUM**  
No. 252, s. 2018

TO: All SDO Personnel  
All School Heads  
All Others Concerned

**UPDATING OF PHILHEALTH AND PAG-IBIG MEMBERSHIP ID NUMBER**

1. This Office notifies that the monthly remittances of salary deductions and government share to GSIS, Philhealth and HMDF/ PAG-IBIG of RPSU paid teachers and personnel shall be done at the Schools Division Office (SDO)/ Fiscally Autonomous Schools' (FAS) Level.
2. The remittances for GSIS and Philhealth already took effect last payroll month of September 2018 and October 2018 respectively and PAG-IBIG remittances shall take effective payroll month of December 2018.
3. In this regard, to ensure proper posting of remittances, smooth transaction and availment of all benefits from said agencies, all employees are required to update their membership ID.
4. Updated copy of PHILHEALTH Membership Data Record (MDR) and photocopy of PAG-IBIG Loyalty card or print out confirmed MID number of elementary, Senior High School and Non-FAS employees must be submitted to this Office and to their respective schools for FAS not later than December 17, 2018.
5. Wide dissemination and strict compliance of this memorandum to all concerned is enjoined.

*GHPascual*  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent