



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

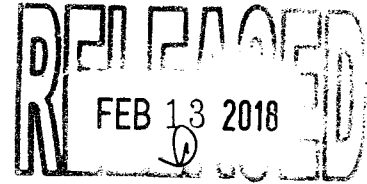
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February 12, 2018

**MEMORANDUM**

To: Schools Division Superintendents  
Division Office Administrative Officers  
RPSU Personnel



DEPED-CAR Time: \_\_\_\_\_

From: **MAY B. ECLAR, Ph. D., CESO V**  
Officer In-Charge  
Office of the Regional Director

Subject: Emergency Meeting on Payroll Services Concerns

A meeting shall be held this Thursday, February 15, 2018 from 9AM to 5 PM at the Mini Conference Hall of the Regional Office to discuss the following:

- a) 100% threshold being required by the GSIS;
- b) Mid numbers being required by the HDMF; and,
- c) Other payroll services concerns

There shall be two (2) participants per Division – GSIS AAOs/personnel preparing and submitting GSIS ARA forms and the Division Office HRMOs.

For compliance.

MBE/CDAD/ea

**Contact Numbers (Area Code: 074):**

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Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit 422-1804

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QuAD 422-5187  
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