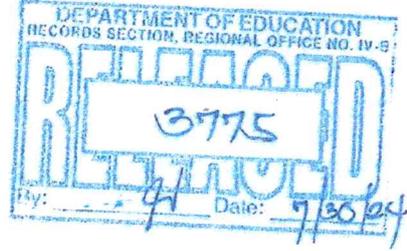


DEPARTMENT OF EDUCATION  
SDO Marinduque  
RECORDS - SECTION

JUL 30 2024



**RECEIVED** Republic of the Philippines  
Department of Education  
MIMAROPA REGION

Office of the Regional Director

**MEMORANDUM**  
ASD-2024-063

**TO :** REGIONAL OFFICE EMPLOYEES  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL TEACHING AND NON-TEACHING PERSONNEL

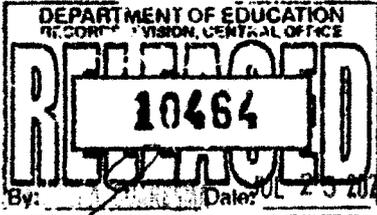
**FROM :** *Nicolas*  
**NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director

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

**DATE :** July 29, 2024

1. Relative to the Memorandum from the Office of the Undersecretary for Finance dated July 22, 2024, this Office encourages and advocates the registration to the "GSIS Touch" of all DepEd teaching and non-teaching personnel.
2. Kindly refer to the attached document for the necessary instructions and information relative to the registration on the aforesaid platform for your information and guidance.
3. For dissemination and compliance.





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

**MEMORANDUM**

**RECEIVED**  
 JUL 26 2024

July 22, 2024

BY: .....

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

FROM : *Annalyn M. Sevilla*  
**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@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).

*AS 7/22*

OFFICE OF THE SECRETARY  
DEPARTMENT OF EDUCATION  
JUL 23 2024  
2:00