



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 250, s. 2025

11 APR 2025

**GSIS ECARD ENROLLMENT**

To: **Concerned SDO Personnel**  
**Concerned Teachers**  
**All Others Concerned**

1. Notice is hereby given to SDO employees and teachers who have not yet enrolled for their GSIS eCard. All concerned employees are hereby directed to complete their GSIS eCard enrollment on or before April 15, 2025.
2. Attached herewith is the list of an unenrolled eCard and GSIS Touch online enrollment procedure for self-enrollment.
3. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: GSIS email  
To be included in the Perpetual Index  
Under the following subject:

ECARD                      ENROLLMENT

OSDS HRMU MDY/GSIS Ecard Enrollment  
0010/April 10, 2025

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent



MAYLENE YASAY &lt;maylene.yasay@deped.gov.ph&gt;

**Fwd: UN ENROLLED ECARD- DEPED DIV OF BATAAC SEC**

1 message

**JOEL MALUNAO** <joel.malunao@deped.gov.ph>  
To: maylene.yasay@deped.gov.ph

Thu, Apr 10, 2025 at 11:56 AM



----- Forwarded message -----

From: **Ramiro, Alegre Joy R.** <ajramiro@gsis.gov.ph>  
Date: Wed, Apr 9, 2025 at 2:09 PM  
Subject: UN ENROLLED ECARD- DEPED DIV OF BATAAC SEC  
To: joel.malunao@deped.gov.ph <joel.malunao@deped.gov.ph>  
Cc: jaquelyn.mendoza@deped.gov.ph <jaquelyn.mendoza@deped.gov.ph>

Dear Sir/Ma'am,

Greetings!

Please be informed that **3** employees in your office are not yet enrolled and have no GSIS eCard up to the present.

The GSIS eCard is where all GSIS proceeds (i.e. dividend, claim, loan and pension) shall be credited. It can be used as a personal savings account and to withdraw cash over the counter (OTC) in any Union bank or Land Bank branches nationwide or from any ATM worldwide and may be used as a debit card for purchases (local and abroad).

Attached is the GSIS Touch online enrollment procedure for **self-enrollment**. Kindly ensure that the enrollment is completed **on or before April 15, 2025**.

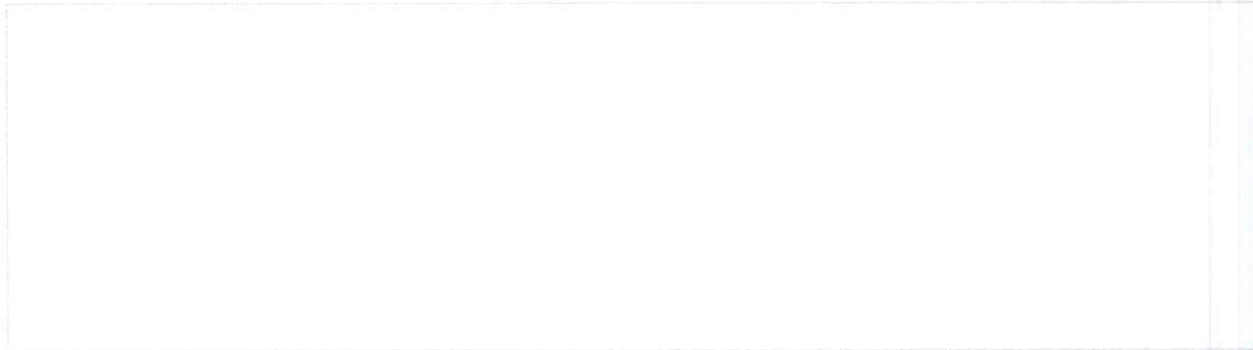
Thank you so much.

NUMBER	LAST NAME	FIRST NAME	MIDDLE NAME
1	AMBROCIO	MARIELE MAE	TORRE
2	BATUCAL	JOHN FREDERICK	GONGORA
3	FIESTA	RENITA	MAMUAD

Very truly yours,

Alegre R. Ramiro

FSD/LESU



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### 3 attachments



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GTOUCH ENROLLMENT.pptx  
1215K



UN ENROLLED ECARD-DEPED DIV OF BATAK SEC.pdf  
66K





MAYLENE YASAY &lt;maylene.yasay@deped.gov.ph&gt;

**Fwd: UN ENROLLED ECARD- DEPED DIV OF BATAAC ELEM**

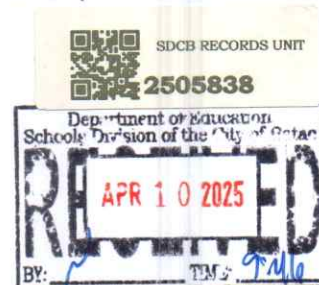
1 message

JOEL MALUNAO <joel.malunao@deped.gov.ph>  
To: maylene.yasay@deped.gov.ph

Thu, Apr 10, 2025 at 9:00 AM

----- Forwarded message -----

From: **Ramiro, Alegre Joy R.** <ajramiro@gsis.gov.ph>  
Date: Wed, Apr 9, 2025 at 2:01 PM  
Subject: UN ENROLLED ECARD- DEPED DIV OF BATAAC ELEM  
To: joel.malunao@deped.gov.ph <joel.malunao@deped.gov.ph>  
Cc: jaquelyn.mendoza@deped.gov.ph <jaquelyn.mendoza@deped.gov.ph>



Dear Sir/Ma'am,

Greetings!

Please be informed that **29** employees in your office are not yet enrolled and have no GSIS eCard up to the present.

The GSIS eCard is where all GSIS proceeds (i.e. dividend, claim, loan and pension) shall be credited. It can be used as a personal savings account and to withdraw cash over the counter (OTC) in any Union bank or Land Bank branches nationwide or from any ATM worldwide and may be used as a debit card for purchases (local and abroad).

Attached is the GSIS Touch online enrollment procedure for **self-enrollment**. Kindly ensure that the enrollment is completed **on or before April 15, 2025**.

Thank you so much.

NUMBER	LAST NAME	FIRST NAME	MIDDLE NAME
1	AGUSTIN	JEVELYN	PINGKIAN
2	BANDIOLA	MAURICHY ALWENOR	COMAMO
3	BARTOLOME	JESICA	PERALTA

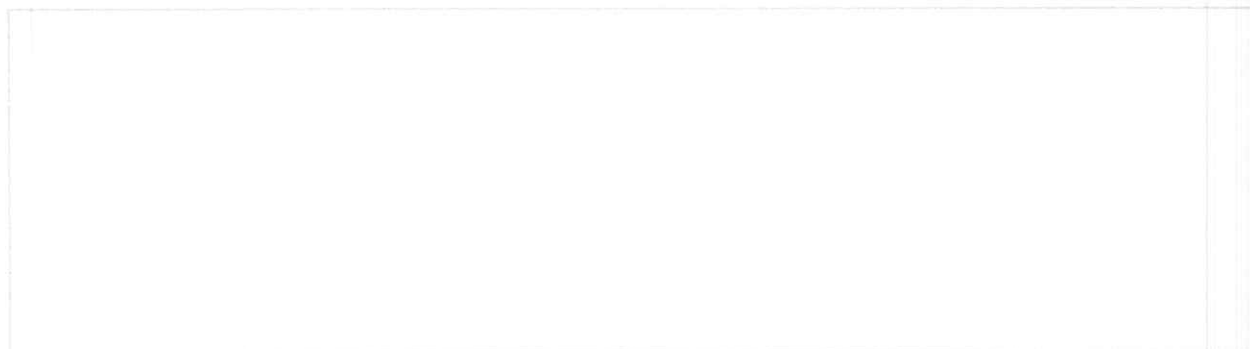
4	BENIGNO	LORIE MAE	ORQUE
5	CABALAR	MARIA DONNA	M
6	COMAMO	ERIKA FAYE	RABARA
7	CORPUZ	MYCA JANELLE	DICULEN
8	DELA CRUZ	FRITZ GERALD	RABANAL
9	DOMINGO	MARK LESTER	
10	GABION	CHERRIE ANN	BACNAT
11	GABRIEL	HONEY LEE	PALAGANAS
12	IBBAY	ROSELILY ANNE	RESPICIO
13	JUAN	LAURENCE	TAGATAC
14	LORENZO	FRICILLA JOY	CRUZ
15	MANGLAL-LAN	ADELAIDA	PASTOR
16	MORALES	JENELLA ANNE	GAMET
17	PAGDILAO	JENNY ROSE	TABRILLA
18	PARUBRUB	CAMILLE	RETUTA
19	PASCUA	MARC JOSEPH	
20	PUTULAN	KRISTINE	MANGLALLAN
21	RACPAN	MAY ROSE	GAVINO
22	RONDUEEN	KEVIN PATRICK	PIDAL
23	SALVIEJO	CAMILLE	PASION
24	TOLENTINO	ARVEN JOHN	VERGARA
25	UY	MHELROSE GRACE	ESPINO
26	VERACION	SHERRY ANN	MALTO
27	VILLA	MARIZE	GUTIERREZ

28	VILLAFRANCA	MYKA	BILLONES
29	ZECH	HANNAH CATRINA	CABALAR

Very truly yours,

Alegre R. Ramiro

FSD/LESU



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### 3 attachments



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GTOUCH ENROLLMENT.pptx  
1215K



UN ENROLLED ECARD-DEPED DIV OF BATAK ELEM.pdf  
89K

## Relax<sup>50</sup> GSIS Touch

GSIS MOBILE APP

WHAT YOU NEED, WHEN YOU NEED IT.

### TO REGISTER

STEP

1

OPEN an account with your Birthdate, and BP number

STEP

2

ENCODE the OTP (One Time Pin) that will be sent to your registered mobile number\*

STEP

3

OPEN an account with your Birthdate, and BP number

Members Records  
Loan Details and Application  
Claims Records and Application  
Pension Records

APR Schedule  
Citizen's Charter  
Branch Locator  
GSIS News

All you need in a touch!  
Download now!



Google Play



App Store



UPDATING YOUR INFORMATION

\* If your number is not registered, you may update it via: GSIS Kiosk / AAO (Authorized Agency Officer) / GSIS Branch







# ONLINE ENROLMENT FOUR-STEP PROCESS

1

## Confirm GSIS Records

Online Enrollment

Verification Select Bank Capture ID Capture Selfie

Please check the following information:

First Name: E  
Middle Name: N  
Last Name: S  
Date of Birth: 1980-01-01  
Gender: Male  
Address: 123 Main St, Manila  
Cellphone Number: 09123456789  
Email Address: e.soriano@gsis.gov.ph

I confirm that the information above is correct.

Information is not updated

Back to Home

- Last Name
- First Name
- Middle Name /Middle Initial
- Suffix
- Date of Birth
- Address
- Cellphone Number
- Email Address

2

## Choose preferred bank

Online Enrollment

Verification Select Bank Capture ID Capture Selfie

EVER VINCENT DALANON SORIOQUEZ

Choose your preferred servicing bank:

Landbank of the Philippines ☒

Unionbank ☐

Landbank of the Philippines currently only allows pickup of ATM cards at any of their branches.

Where is your preferred ATM card pickup location?

Area: NCR

Region: Select a Region

Back to Home

3

## Scan valid ID

Online Enrollment

Verification Select Bank Capture ID Capture Selfie

Capture front side of PhilSys

Make sure your document is without any glare and is fully inside.

Scan QR code

Maximum distance of 8-12 centimeters for scanned to work well.

Acceptable IDs:

- National ID / PhilSys
- Philhealth ID
- Driver's License
- Postal ID
- Passport
- SSS ID
- UMID ID
- e-Phylsis ID
- BIR ID (TIN)
- NBI Clearance

Proceed to Scan QR

Back to Home

4

## Take a selfie

Online Enrollment

Verification Select Bank Capture ID Capture Selfie

Enrollment successful! Here's your new GSIS Digital ID!

GSIS ID

Back to Home