

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 62, s. 1985

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, ALL REGIONAL IRRIGATION DIRECTORS, PROJECT/OPERATIONS MANAGERS, IRRIGATION SUPERINTENDENTS, AND/OR OFFICERS-IN-CHARGE OF NATIONAL IRRIGATION SYSTEMS, ADMINISTRATIVE MANAGERS/PERSONNEL OFFICERS AND ALL OTHERS CONCERNED

SUBJECT : Immediate filing of request for transfer of records from the GSIS Home Office to Branch Office, or vice-versa, of newly transferred personnel.

For the information and guidance of all concerned, quoted hereunder is GSIS Circular No. 85-199 indicating procedures to be undertaken regarding the transfer of records of GSIS members.

" Republic of the Philippines  
GOVERNMENT SERVICE INSURANCE SYSTEM  
M A N I L A

October 1, 1985

CIRCULAR NO. 85-199

TO : All Heads of Ministries, Chiefs of Bureaus & Offices, Managing Heads of Government-Owned or Controlled Corporations, Metro Manila and Provincial Governors, City and Municipal Mayors, Administrative Officers and others concerned.

SUBJECT : Immediate filing of request for transfer of records from the GSIS Home Office to Branch Office, or vice-versa, of newly-transferred personnel.

It has been noted from the request for transfer of records received by the Records Coordinating Center (RCC) of this Office, that most GSIS members who have been transferred to another government office covered by a different GSIS branch office (or from the GSIS Home Office and vice-versa) file such request only when the need arises -- when they have to apply for a loan or file a claim with the GSIS. This results in delay in the processing of their loan or claim while waiting for the transmittal of requested record (s).

In order that the System can render better services to its members and that any member who has transferred to another government office would not suffer delay and inconvenience in transacting business with the GSIS Home Office or any of its branch office, it is hereby requested that the respective officials of member offices inform or advise personnel who are newly-transferred to their office to immediately file their request for transfer of their record if their

OMC -  
ALL -  
LPF -  
VAM -  
YMR -  
SBB -  
FOR -  
LMF -  
RBM -

office is covered by a GSIS branch office different from that which covered their former office. Such request may be filed with the nearest GSIS office, which shall in turn transmit the request to the branch which covers the former employer.

For this purpose, we are providing you with the following:

1. A listing of the 23 GSIS branch offices and the provinces covered by each.
2. Sample forms of request for transfer of records, to be filled up by the requesting member and to be sent to the GSIS office which covers the former office of the employee concerned. (In accomplishing this form, the member should be very specific in stating the name and address of his/her former and present office.)

It is also requested that government agencies with branches in other provinces advise the personnel or administrative heads of their branches on this matter, and that they be furnished copy of this Circular and sample forms.

The sample forms of requests for transfer of records may be reproduced for use of your own personnel.

For your guidance.

(SGD.) ROMAN A. CRUZ, JR.  
President & General Manager "

It shall be the responsibility of the Administrative Officer/Personnel Officer to advise transferees to file their requests for transfer of records with the GSIS branch office within one week from assumption of duty.

Be guided accordingly.

(SGD.) CESAR L. TECH  
Administrator

Enclosures: a/s

November 27, 1985  
czg/12-17-85

(Signature of Member)

LIST OF 23 GSIS BRANCH OFFICES AND THE PROVINCES COVERED

BRANCHES AREA - I

1. BAGUIO CITY  
Benguet  
Ifugao  
Mountain Province  
La Union  
Baguio City
2. BATANGAS CITY  
Batangas  
Mindoro Occidental  
Mindoro Oriental  
Batangas City  
Lipa City
3. GABANATUAN CITY  
Nueva Ecija  
Aurora Province  
Gabanatuan City  
Palayan City
4. CAUAYAN, ISABELA  
Nueva Vizcaya  
Isabela  
Quirino
5. DAGUPAN CITY  
Pangasinan  
Dagupan City  
San Carlos City
6. DINALUPIHAN, BATAAN  
Zambales  
Bataan  
Olongapo City
7. LAOAG CITY  
Abra  
Ilocos Norte  
Ilocos Sur  
Laoag City
8. LUCENA CITY  
Quezon Province  
Marinduque  
Lucena City
9. QUEZON CITY  
Quezon City
10. PALAWAN  
Puerto Princesa City  
Palawan
11. SAN FERNANDO, PAMPANGA  
Pampanga  
Tarlac  
Angeles City

12. TUGUEGARAO, CAGAYAN  
Cagayan  
Kalinga, Apayao

BRANCHES AREA - II

1. BACOLOD CITY  
Negros Occidental  
Bacolod City  
Bago City  
Cadiz City  
La Carlota City  
Silay City  
San Carlos City
2. CAGAYAN DE ORO CITY  
Agusan del Norte  
Agusan del Sur  
Lanao del Sur  
Lanao del Norte  
Misamis Oriental  
Butuan City  
Cagayan de Oro City  
Gingoog City  
Iligan City  
Marawi City  
Ozamis City
3. CEBU CITY  
Bohol  
Cebu  
Leyte del Sur  
Surigao del Norte  
Surigao del Sur  
Cebu City  
Danao City  
Lapu-Lapu City  
Tagbilaran City  
Toledo City
4. DAVAO CITY  
Cotabato North & South  
Davao del Sur  
Davao Oriental  
Davao Sur  
Agusan del Sur (BPS Only)  
Sultan Kudarat  
Maguindanao  
Cotabato City  
Davao City  
General Santos City
5. DIPOLOG CITY  
Zamboanga del Sur  
Misamis Occidental  
Dapitan City  
Misamis City  
Tangub City

6. DUMAGUETE CITY  
Negros Oriental  
Siquijor  
Bais City

7. ILOILO CITY  
Aklan  
Antique  
Capiz  
Iloilo  
Guimaras Sub-  
Iloilo City  
Roxas City

8. NAGA CITY  
Albay  
Camarines Norte  
Camarines Sur  
Catanduanes

9. SORSOGON, SORSOGON  
Masbate  
Sorsogon

10. TACLOBAN CITY  
Leyte del Norte  
Samar East-North  
Samar West  
Calbayog City  
Ormoc City  
Tacloban City

11. ZAMBOANGA CITY  
Sulu  
Zamboanga del Sur  
Basilan  
Tawi-Tawi  
Basilan City  
Zamboanga City  
Pagadian City