



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

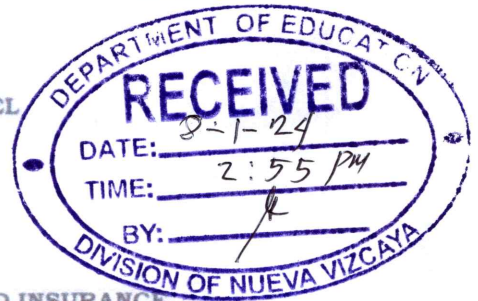
MEMORANDUM

July 22, 2024

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

FROM : **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



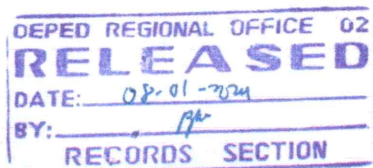
Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: sec@deped.gov.ph

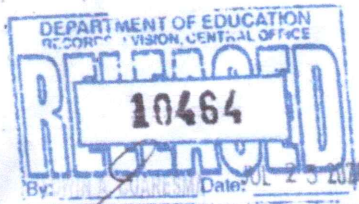
July 30, 2024

To: **All Schools Division Superintendents
All DepEd Regional Office Employees**

For information, guidance and compliance.

BENJAMIN D. PARAGAS, PhD CESO III
Director IV/Regional Director





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July 22, 2024

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Email Address: usec.financebpm@deped.gov.ph

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.

MEMORANDUM		Date: 8/7/24	Release/Records: <i>[initials]</i>
To: () PSDS/DICs	() Elem/Sec School Heads		
() Private Schools	(<input checked="" type="checkbox"/>) Others:		
For: () Information	(<input checked="" type="checkbox"/>) Dissemination		
() Guidance	(<input checked="" type="checkbox"/>) Strict Compliance		
ORLANDO E. MANUEL Ph.D., CESO V Office of the Schools Division Superintendent			
By: <input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief	<input type="checkbox"/> AO <input type="checkbox"/> Atty
			Signature: <i>[Signature]</i>

AS 8/7/24

