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MEMORANDUM CIRCULAR NO. 138
Series of 2025

TO: All Concerned VSU Employees

RE: Final Schedule for the L&D Activity on Orientation of GSIS Services and GSIS Touch Enrollment

FROM:  PROSE IVY G. YEPES, EdD
University President

DATE: April 24, 2025

Please be informed that the final schedule of the L&D Activity entitled "**Orientation on GSIS Services and GSIS Touch Enrollment**" will be on **May 8, 2025, 8:00 AM to 5:00 PM**, at the **VSU RDE Hall**. All concerned VSU Employees are invited to attend this orientation, especially **newly hired or appointed faculty and staff, employees nearing retirement, and to those with inquiries or concerns about their GSIS accounts**; thus, their participation is a must.

Your attendance is strongly encouraged as this is an opportunity to gain a clearer understanding of new membership applications, pre-retirement procedures, benefits, premium payments, loans, and effective navigation of the GSIS Touch Mobile App for a more convenient and efficient member experience.

For those who are interested to attend, please fill out the pre-registration form through this link: <https://forms.gle/WZmNp5TArxZnnFw1A> on or before **May 5, 2025**. Pre-registration is encouraged as it will be used in the facilitation of snack arrangements and the preparation of attendance sheets for a smooth onsite attendance signing.

We look forward to your active participation and cooperation. Attached are the program details for your reference.

For your guidance and compliance.

OFFICE OF THE PRESIDENT

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