



14 March 2023

MEMORANDUM CIRCULAR NO. 48
Series of 2023

T O: All Concerned


R E: GSIS UMID Card Enrollment and eCard Release

We are pleased to inform you that the GSIS – Maasin Branch will conduct onsite enrollment for UMID card to VSU employees who have yet to enroll at the **OVPAF Conference Room, Administration Building, VSU, Visca, Baybay City, Leyte on March 16, 2023**. Also, they will release available cards to concerned employees. Please find attached list of employees for enrollment and e-card release.

The following are the requirements to complete the transactions:

- Requirements for UMID enrollment:
 1. Duly accomplished UMID card enrollment form
 2. Duly accomplished GSIS CIR
 3. Photocopy of two valid government-issued IDs (2 copies of each ID)
- Requirements for card releasing:
 1. Duly accomplished card releasing form
 2. Duly accomplished GSIS CIR
 3. Photocopy of two valid government-issued IDs (2 copies of each ID)

For your guidance.


EDGARDO E. TULIN
President