



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 245, s. 2022

April 25, 2022

**ORIENTATION AND PROVISION OF TECHNICAL ASSISTANCE ON
ADMINISTRATIVE SERVICES TO DEPED EMPLOYEES
DUE FOR RETIREMENT**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Section/Units Heads
Concerned SDO Personnel
Public School Heads
Concerned Public School Teachers

1. Retirement is the withdrawal from one's position or occupation or from one's active working life. A person may also semi-retire by reducing work hours or workload. Many people choose to retire when they are old or incapable of doing their job. People may also retire when they are eligible for private or public pension benefits, although some are forced to retire when bodily conditions no longer allow the person to work any longer (by illness or accident) or because of legislation concerning their position.
2. Currently, under Republic Act No. 8291 or the Government Service Insurance Act of 1997, the optional retirement age for government employees is 60 years old while the mandatory retirement age is 65. Government workers due to retire "are classified as belonging to the vulnerable group on account of their age. The present pandemic has presented a new and compelling reason for government workers to opt for early retirement. The age of retirement be marked as a priority in consideration of safety and health especially during the pandemic. The School Governance and Operations Division thru the Human Resource Development and in cooperation with the Human Resource Personnel will conduct orientation and provision of technical assistance to DepEd employees due for retirement to have a smooth flow of filing retirement.
3. Along this line, this Office shall conduct Orientation and Provision of Technical Assistance on Administrative Services to DepEd Employees due for Retirement on **April 29, 2022 (Friday) within Digos City (Face to Face)**.
4. All attendees shall follow the Minimum Public Health Standards (MPHS) like proper wearing of face mask, physical distancing, and hand hygiene (use of alcohol-based hand sanitizer).
5. The food and venue expenses shall be charged to Division funds while travelling expenses shall be charged to School MOOE. Both expenses are subject to the usual accounting rules and regulations.



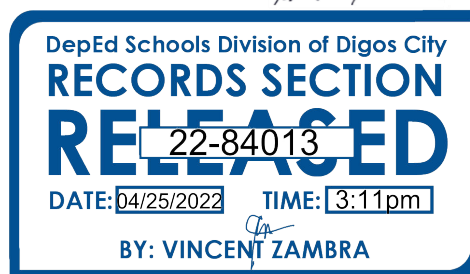
6. Attached are the List of Participants, Training Management, and the Indicative Program of Activities for ready reference.
7. For your information, guidance, and compliance.



CRISTY C. EPE

Schools Division Superintendent

04/25/22



LIST OF EMPLOYEES/ RETIREES				
	NAME	POSITION	DATE OF BIRTH	STATION
1	FLORES, MARIA BASILIA GEYROZAGA	HEAD TEACHER VI	08/29/1962	DIGOS CITY NHS
2	DURA, SUSANA GUYA	MASTER TEACHER I	01/15/1962	DIGOS CITY NHS
3	SOSAS, LIBERTY BONGABONG	HEAD TEACHER I	12/18/1962	DIGOS CITY NHS
4	NULMASA, AMY ESCOBARTE	TEACHER III	01/31/1962	DIGOS CITY NHS - MATTI NHS ANNEX
5	AMANDORON, ROMEO ALONSO	TEACHER III	01/05/1962	DIGOS CITY NHS
6	DOFREDO, VICKY BAJENTING	TEACHER III	02/20/1962	DIGOS CITY NHS
7	MONIÑO, ROLITA TOGONON	TEACHER II	7/16/1962	DIGOS CITY NHS
8	MONTANEZ, ANITA ABATAYO	TEACHER II	07/16/1962	DIGOS CITY NHS
9	BARING, EMILIA TUGAP	TEACHER II	07/01/1962	DIGOS CITY NHS
10	SALMORIN, ZALDY ROBENIAL	TEACHER II	09/17/1962	DIGOS CITY NHS
11	BALAGTAS, URBANO GALLUR	TEACHER I	01/24/1962	DIGOS CITY NHS
12	CATALAN, RAQUEL QUIBOD	TEACHER I	08/15/1962	DIGOS CITY NHS
13	DY, OSCAR RESTOR	TEACHER III	10/11/1962	DIGOS CITY NHS
14	DAGADAS, CLARITA LAGUNSAY	TEACHER I	12/27/1962	APLAYA ES
15	CIRUNAY, ELNOR SABAN	TEACHER II	04/23/1962	CASILDO B. NONOL, SR. ES
16	ETING, THERESA DOLENDO	TEACHER II	08/02/1962	COGON ES
17	RULIDA, REMEDIOS SERRA	TEACHER I	11/11/1962	COLORADO ES
18	CATUBIG, TEMPORASITA LISONDRA	TEACHER II	12/16/1962	DON MARIANO MARCOS ES
19	ARBUYES, MELISSA GORGONIO	TEACHER III	06/15/1962	G. REUSORA CENTRAL ES
20	TUNGAL, ANTONIA MONROID	TEACHER III	06/13/1962	ISAAC ABALAYAN ES
21	PEDRESO, EDITHA MARIMON	TEACHER II	11/06/1962	ISAAC ABALAYAN ES
22	BONA, MYRNA GILAYO	TEACHER I	02/05/1962	ISAAC ABALAYAN ES
23	MENDING, ALMA GUMAPE	TEACHER II	07/01/1962	PEDRO GARCIA ES
24	MARCES, JULIETA NOSEÑAS	TEACHER II	08/22/1962	PEDRO V. BASALAN ES
25	OLASIMAN, DIVINA AÑABISO	MASTER TEACHER II	12/29/1962	RAMON MAGSAYSAY CENTRAL ES
26	CATINGUB, MERLA BUSTAMANTE	TEACHER III	04/16/1962	RAMON MAGSAYSAY CENTRAL ES
27	DUMANIG, CELERINA DABALOS	TEACHER II	02/03/1962	RAMON MAGSAYSAY CENTRAL ES
28	PERMANGIL, LEONISA CRESPO	TEACHER II	02/04/1962	RAMON MAGSAYSAY CENTRAL ES
29	CABIGAS, LILIBETH JUBAN	TEACHER III	10/20/1962	REMIOS N. SAPLALA ES
30	BECHAIDA, ARMELITA OTON	MASTER TEACHER I	05/30/1962	RIZAL CENTRAL ES
31	BANGAY, DEOGRACIAS PIAMONTE	TEACHER III	10/04/1962	RIZAL CENTRAL ES
32	DELOS SANTOS, ROSIE RECOPUERTO	TEACHER III	09/17/1962	RIZAL CENTRAL ES
33	DIESCA, MA. VICTORIA RAMIREZ	TEACHER II	11/17/1962	RIZAL CENTRAL ES
34	DIVINAGRACIA, CIPRIANO JR TORREGOSA	TEACHER II	09/08/1962	RUPARAN ES
35	REDONDO, MARIA FE RUFO	TEACHER II	06/20/1962	SAN MIGUEL ES
36	TABANAO, MARY GLOR DAMO	EDUCATION PROGRAM SUPERVISOR	04/02/1962	CID
37	PEÑAS, PATRIOTISO OLAGUER	PUBLIC SCHOOLS DISTRICT SUPERVISOR	11/16/1962	CID
38	UY, CECILE CABAUG	Education Program Specialist II	12/20/1962	SGOD
39	PLANAS, ELESEO			
TRAINING MANAGEMENT				
40	CRISTY C. EPE	SDS	SDO	
41	BASILIO P. MANA-AY	ASDS	SDO	
42	BEVERLY S. DAUGDAUG	CID CHIEF	SDO	
43	SOLLIE B. OLIVER	SGOD CHIEF	SDO	
44	RONALD B. DEDACE	HRD	SDO	
45	JULIE ANNE P. AMPA	HRD	SDO	
46	ELESER D. MATEO	M&E	SDO	
47	IREENE P. DANDOY	NURSE	SDO	
48	MYRACEL DALOPE	NURSE	SDO	
49	JONATHAN JUSTINO G. MADRAZO	GENERAL MANAGER	GSIS	
50	GSIS STAFF	GSIS	GSIS	
51	GSIS STAFF	GSIS	GSIS	
52	FRANCIS JUDE D. ALCOMENDRAS	AO-V	SDO	
53	MARY ANNE DEVALGUE	HR STAFF	SDO	
54	APRIL ROSE ALCALA	YFP-TWG	SDO	
55	MARIA LEONORA SALAZAR	YFP-TWG	SDO	

Orientation and Provision of Technical Assistance: Administrative Services
to DepEd Employees due for Retirement
April 29, 2022
Within Digos City
Indicative Program of Activities

TIME	PARTICULARS	PERSON RESPONSIBLE
8:00–8:30AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn Roll Call of Participants Activity Evaluation Welcome Remarks Message	HRD (AVP) Ronald B. Dedace HRD SEPS Eleser Mateo SMM&E EPS II Basilio P. Mana-ay, Jr. ASDS Cristy C. Epe SDS
8:30–8:45AM	Rationale	Sollie B. Oliver, JD, MATE Chief ES SGOD
8:45–10:30AM	Orientation on the Processes/Flow for Retirement -School Clearance -District Clearance -Division Clearance -LGU Clearance -Ombudsman Clearance	Francis Jude D. Alcomendras Administrative Officer-V
10:30-11:45	Open Forum	Francis Jude D. Alcomendras Administrative Officer-V
12:00-1:00	Lunch Break	
1:00-1:10	Checking of Attendance	HRD Specialist
1:10-1:15	Zumba Dance	HRD Specialist
1:15-4:00	GSIS Question Hour	GSIS Representatives
4:00-4:45	Open Forum	GSIS Representatives
4:45-5:00	Closing Program	HRD Specialist