



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

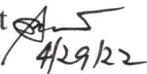
Division Advisory No. 060 s. 2022  
April 28, 2022

This Advisory is issued for the information of the Assistant Schools Division Superintendent, Division Chiefs, Public Schools District Supervisors, Public-School Heads, Concerned Public School Teachers, and Members of the Training Management


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

1. This is in reference to Division Memorandum No. 245, s. 2022, re: "Orientation and Provision of Technical Assistance on Administrative Services to DepEd Employees due for Retirement", and Division Advisory No. 050, s. 2022. The new schedule of the above-mentioned activity will be on **May 6, 2022 (Friday)** at **Megan Function Hall, Digos City**.
2. For more information of the said activity, refer to the Division Memorandum No. 245, s. 2022.
3. All other provisions of the previous issuance relative to this activity shall remain in effect.
4. For information and immediate dissemination.

  
**CRISTY C. EPE**  
Schools Division Superintendent

  
4/29/22

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
84135  
DATE: 5/5/2022 TIME: 10:07 AM  
BY: 

Encls: List Enclosures  
References: DepEd OrderAdvisory – Region XI  
To be indicated in the Perpetual Index under the following subjects:  
GOVERNANCE, HRD

j.ampa: New Schedule of the Orientation and Provision of Technical Assistance on Administrative Services to DepEd Employees due for Retirement  
28 April 2022



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

Division Advisory No. 050, s. 2022  
April 27, 2022

This Advisory is issued for the information of the Assistant Schools Division Superintendent, Division Chiefs, Public Schools District Supervisors, Public-School Heads, Concerned Public School Teachers, and Members of the Training Management

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

1. This is in reference to Division Memorandum Number 245, series 2022, re: Orientation and Provision of Technical Assistance on Administrative Services to DepEd Employees due for Retirement on April 29, 2022, within Digos City.
2. The field is hereby informed that the mentioned activity is postponed due to unavailability of the Invited Resource Person from GSIS. The new schedule shall be announced in a subsequent communication.
3. All other details of the previous communication shall remain in effect.
4. For information and dissemination.

**CRISTY C. EPE**

Schools Division Superintendent

*Handwritten initials and date: MS 4/27/22*

DepEd Schools Division Office - Digos City

*Handwritten notes: 84/35, DATE 2/22, BY: [Signature]*

*Handwritten date: 1:30 PM*





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.



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(082) 553-8396 | (082) 553-8376  
[www.depeddigoscity.org](http://www.depeddigoscity.org) | [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)

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**

	<b>NAME</b>	<b>POSITION</b>	<b>DATE OF BIRTH</b>	<b>STATION</b>
1	FLORES, MARIA BASILIA GEYZOZAGA	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	16/07/1962	DIGOS CITY NHS
8	MONTAÑEZ, ANITA ABATAYO	TEACHER II	07/18/1962	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 ANABISO	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	REMEDIOS 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 TORRÉGOSA	TEACHER II	09/08/1962	RUPARAN ES
35	REDONDO, MARIA FE RUFO	TEACHER II	06/20/1962	SAN MIGUEL ES
36	TABANAQ, MARY GLOR DAMO	EDUCATION PROGRAM SUPERVISOR	04/02/1962	CID
37	PEÑAS, PATRIOTISO OLAGUER	PUBLIC SCHOOLS DISTRICT SUPERVISOR	11/18/1962	CID
38	UY, CECILE CABAHUG	EDUCATION PROGRAM SPECIALIST II	12/20/1962	SGOD
39	PLANAS, ELESEO	PRINCIPAL I	10/16/1961	OCCIDENTAL DISTRICT
<b>TRAINING MANAGEMENT</b>				
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

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