



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

DIVISION MEMORANDUM
No. 047, s. 2023

March 15, 2023

**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. 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.
2. 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.
3. Along this line, this Office shall conduct Orientation and Provision of Technical Assistance on Administrative Services to DepEd Employees due for Retirement on **March 31, 2023 (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).

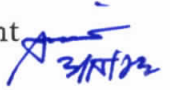


5. The food and venue expenses shall be charged to Division funds while travelling expenses shall be charged to School MOOE. Both expenses are subject to the usual accounting rules and regulations.
6. Attached are the List of Participants, Training Management, and the Indicative Program of Activities for ready reference.
7. For your information, guidance, and compliance.



CRISTY C. EPE

Schools Division Superintendent



DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-99235

DATE: MAR 20 2023 TIME: 12:58 PM

BY: _____


LIST OF EMPLOYEES WHOSE AGES ARE 60 YEARS OLD THIS 2023

	EMPLOYEES	SCHOOLS/OFFICE
1	ALFAFARA, MARCELINA SOLATORI	IGPIT ES
2	AÑASCO, AVELINA SALA	SAN MIGUEL ES
3	CALIBAY, CARMINDA LAGAMAYO	PEDRO V. BASALAN ES
4	CATALUÑA, ELY GIGANTO	SDO
5	DUROPAN, AIDA LAMOSA	DIGOS CITY CENTRAL ES
6	ESCALANTE, GLORIA SARNO	DIGOS CITY CENTRAL ES
7	GERAL, SALOME CAGAPE	DIGOS CITY CENTRAL ES
8	GUALBERTO, RONALD KINTANAR	DICNHS
9	IBRAHEEM, AMINA DAGADAS	APLAYA ES
10	JECKSON, ABDUL OMMANG	DULANGAN ES
11	LEGASPI, TERESITA BACALSO	DIGOS CITY CENTRAL ES
12	MELITADO, BETTY BANGAY	RAMON MAGSAYSAY CENTRAL ES
13	RABUSA, VIRGINIA VILLACRUZ	BADIANG ES
14	ROBILLO, JULIE NAVALES	G. REUSORA CENTRAL ES
15	SALAZAR, MARICHU CARO	Ruparan NHS
16	SARAEI, MA. GLORIA ALCOVER	CASILDO B. NONOL, SR. ES
17	SHUCK, FIDELIS GEYROZAGA	DIGOS CITY CENTRAL ES
18	SISMAR, RUEL ABELLANEDA	RAMON MAGSAYSAY CENTRAL ES
19	SOLIS, RICHILLIE NAVACILLA	RAMON MAGSAYSAY CENTRAL ES
20	TAMBILAWAN, NEPTUNE LABAJO	SDO
21	USNAINI, PATHA HO	DIGOS CITY CENTRAL ES
22	REPITO, JOSELINE GUTOSAN	DON MARIANO MARCOS ES
23	MELENDEZ, MILDRED	DIGOS CITY NHS
24	BELARDE, ANGELITA	DIGOS CITY NHS
25	SARSABA, EVANGELINE	DIGOS CITY NHS
26	CANDA, MELBA	DIGOS CITY NHS
27	VILLARBA, LILIBETH	DIGOS CITY NHS
28	LANGUETA, HERMINIA	DIGOS CITY NHS
29	DEGUILMO, JOEL	DIGOS CITY NHS
30	JUEZAN, DIOSDADO	DIGOS CITY NHS

Training Management:

1. SDS
2. ASDS
3. Division Chiefs
4. AO-V Admin
5. HRD Specialists
6. M&E Specialist
7. Nurses-On-Duty
8. GSIS Representatives
9. HR Staff

Orientation and Provision of Technical Assistance: Administrative Services
to DepEd Employees due for Retirement
March 31, 2023
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