



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

DIVISION MEMORANDUM
No. 020, s. 2025

March 19, 2025

**ATTENDANCE IN THE CONDUCT OF THE ROAD TO RETIREMENT
BLISS: ANTICIPATING YOUR NEXT CHAPTER**

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 **April 4, 2025 (Friday) at Fabian’s Catering Services, Burgos-Corrigidor St., Digos City.**
4. The food and venue expenses shall be charged to Division funds while travelling expenses shall be charged to School/Division MOOE. Both expenses are subject to the usual accounting rules and regulations.
5. Attached are the List of Participants, Training Management, and the Indicative Program of Activities for ready references.
6. For your information, guidance, and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: MAR 19 2025 TIME: 4:29 PM
BY: [Signature]

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



LIST OF PARTICIPANTS			
NO.	NAMES	DATE OF BIRTH	SCHOOL
1	ABAD, JOCELYN JAO	10/18/1965	Ramon Magsaysay CES
2	ABING, VIRGILIO ANDOY	12/12/1965	Pedro Basalan ES
3	ALONZO, SHERWIN DELA CRUZ	04/12/1965	Dawis ES
4	AMARO, MA. LUZ ESCARCHA	12/14/1965	Digos City NHS (Davao Del Sur NHS)
5	ARRIBA, LORNA TESORO	01/28/1965	Don Mariano Marcos ES
6	BACUGAN, EDNA RAMOS	06/16/1965	Rizal CES
7	BIENE, MERCEDITA DIEZ	01/31/1965	Digos City NHS (Davao Del Sur NHS)
8	CABURAL, GINA CANILLAS	01/21/1965	Pedro S. Garcia ES
9	CUROB, ROBERT LLANOS	08/02/1965	Digos City NHS (Davao Del Sur NHS)
10	DE LEON, NONELA PULVERA	09/30/1965	Ramon Magsaysay CES
11	DELA PEÑA, MILAGROS CAJANSA	12/29/1965	Digos City NHS (Davao Del Sur NHS)
12	DEMAULO, ELSIE JAMELARIN	10/13/1965	Aplaya ES
13	DIVINAGRACIA, EMMA HUGO	06/12/1965	Ruparan ES
14	DURANO, MARIA GEMMA CAGAS	04/15/1965	Digos City NHS (Davao Del Sur NHS)
15	ESCABARTE, ELENITA SONSONA	03/12/1965	Don Mariano Marcos ES
16	FERNANDEZ, EDUARDO DOLIGUIZ	05/30/1965	Digos City NHS (Davao Del Sur NHS)
17	FERNANDEZ, EVELYN TIMBAL	06/18/1965	Digos City CES
18	LUSBOG, CORAZON DANA	07/20/1965	Digos City NHS (Davao Del Sur NHS)
19	MADAGAT, JOSEPHINE LAGUNA	07/29/1965	Remedios N. Saplala ES (Matti ES)
20	MONTEVERDE, LAARNI NAVACILLA	05/01/1965	Ramon Magsaysay CES
21	PANTIL, NOLIE CELEDIO	03/13/1965	Rizal CES
22	PAYAPAYA, ELLEN TUMBAGAHAN	05/03/1965	Digos City NHS (Davao Del Sur NHS)
23	PIAÑAR, EDITHA RAMOS	05/14/1965	Igpit ES
24	POLANCOS, ROSALINA BORLASA	11/03/1965	Cogon ES
25	RAMOS, ANNA FE LONGNO	12/30/1965	Aplaya ES
26	RANOLLO JR, MARCELINO ENOBIO	05/27/1965	OSDS
27	REYES, INA GONZALES	11/24/1965	Remedios N. Saplala ES (Matti ES)
28	SABUGAA, ETIENNE UNDALOK	10/30/1965	Ramon Magsaysay CES
29	SAGOLILI, MARIA LAYDA SUR	12/24/1965	Digos City NHS (Davao Del Sur NHS)
30	SIMBAJON, MARY GRACE AJERO	01/20/1965	Kapatagan NHS
31	SUPERIORIDAD, LORNA PALIC	04/05/1965	Digos City CES
32	TARUC, MERCEDITAS JADRAQUE	08/17/1965	Digos City NHS (Davao Del Sur NHS)
33	THIAM, ANNABELLE REGIDOR	08/30/1965	Digos City NHS (Davao Del Sur NHS)
34	TUNGAL, VENERANDO ALAG	03/18/1965	Federico Alferes ES (Goma)

35	VILLEGAS, IRMINA ARELLANO	05/07/1965	Digos City CES
36	YBAÑEZ, ROSALINA BALINGIT	06/19/1965	Digos City NHS (Davao Del Sur NHS)
37	MELANIE P. ESTACIO	SDS	
38	MARIA GENEVIEVE T. FRANCISQUETE	ASDS	
39	SOLLIE B. OLIVER	SGOD CHIEF	
40	RONALD B. DEDACE	SEPS	
41	JANICE S. ALQUIZAR	EPS II	
42	REYZEN O. MONSERATE	SEPS	
43	FRANCIS JUDE D. ALCOMENDRAS	AO V	
44	ANNE DEVALGUE		
45	GSIS		
46	GSIS		
47	Invited Retired Employee		
48	Office of the Senior Citizen		
49	Nurse on Duty		
50			



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 Digos City



The Road to Retirement Bliss: Anticipating Your Next Chapter
April 4, 2025
Fabian's Catering Services, Digos City
Indicative Program of Activities

TIME	PARTICULARS	PERSON RESPONSIBLE
8:00–8:30AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn Digos City Division Hymn Roll Call of Participants Activity Evaluation Welcome Remarks Message	HRD (AVP) Ronald B. Dedace HRD SEPS Cecile C. Uy SMM&E EPS II Maria Genevieve T. Francisquete ASDS Melanie P. Estacio SDS
8:30–8:45AM	Rationale	Sollie B. Oliver, JD, MATE Chief ES SGOD
8:45–9:45AM	Orientation on the Processes/Flow for Retirement -School Clearance -District Clearance -Division Clearance -LGU Clearance -Ombudsman Clearance Open Forum	Francis Jude D. Alcomendras Administrative Officer-V
9:45-10:45	The Life after Retirement	Retired Teacher
10:45-11:45	Senior Citizen Expanded Act	Atty. Ray C. Andres Head Office of the Senior Citizen Affairs
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	Edwin Alconera GSIS Representative
4:00-4:45	Open Forum	GSIS Representatives
4:45-5:00	Closing Program	HRD Specialist