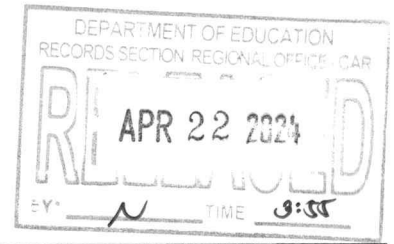




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



April 18, 2024

REGIONAL MEMORANDUM

No. 234.2024

CONDUCT OF PRE-RETIREMENT TRAINING FOR DEPED EMPLOYEES

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions
All others concerned

1. Pursuant to Republic Act 10154, **“An Act Requiring all Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities, and other Benefits of Retiring Government Employees”** and RA 11032, **“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”**, stipulates the guidelines for possible retirees from the government specifically regarding the need to adhere to time and schedule in processing of retirement packages and claims that takes about four months prior the retirement date. This Office thru the Human Resource Development Division (HRDD) shall conduct a three (3) day Training on Pre-Retirement for RO & SDO Teaching-Related Personnel on May 15-17, 2024 at a venue to be announced after the procurement process is complete.

2. In order to prepare the possible retirees for the life-changing decision in this milestone of their career, A pre-retirement training shall be conducted to focus on the following objectives :

- a. To allow the retirees to study their existing resources that may serve as their springboard to activities to take during their retirement period;
- b. To provide retirees with options in terms of retirement packages and financial opportunities;
- c. To develop among the retirees the state of mental, emotional and health readiness.

3. The participants to the activities are the following:

Names	SDO/FDs	No. of Pax
SDO Participants		
Related Teaching Personnel	Abra Division	3
	Apayao Division	3
	Baguio City Division	4
	Benguet Division	4
	Ifugao Division	3
	Kalinga Division	3
	Mt. Province Division	3
	Tabuk City Division	3
Lilia A. Banawe	ASD	1
Salvador Cayambas	ASD	1
Archie Russel T. Baluyo	ASD	1
Purita delos Santos	ASD	1
Cornelia Adaci-Dulnuan	ASD	1
Mary O. Mendoza	ASD	1
Elena C. Tawanna	ASD	1
Tomasa Pis-o	ASD	1
Eleonora A. albidas	ASD	1
Corazon Alos	CLMD	1
Wifred Bagsao	CLMD	1
Fely B. Badival	CLMD	1
Georgina C. Ducayso	ESSD	1
Evangeline P. Malag	ESSD	1
Lolita C. Nimer	Finance Division	1
Corazon Walcien	Finance Division	1
Cristina L. Paquit	Finance Division	1
Emmanuela M. Gabol	HRDD	1
Margie B. Gardingan	HRDD	1
Janet M. Ambucay	PPRD	1
Ethielyn E. Taqued	QAD	1
Romulo B. Basa	QAD	1
Florence E. Balictan	QAD	1
Program Management Team		
RD Estela P. Leon-Cariño	ORD	1
ARD Ronald B. Castillo	ORD	1
Rosita C. Agnasi	HRDD	1
Training Team		
GSIS		1
Pag-ibig		1
Phil Health		1
Financial Expert		1

Office of the Senior Citizen's Affair		1
Wellness Activity		1
Personnel	*Eleonora A. Albidas	
Accounting	* Corazon Walcien	
Facilitator	Sasha Joseph Daganos	1
	Elvernice Fanged	1
M & E	*Florence Balictan	
Total Number of Participants		60

4. All participants shall be entitled to board and lodging for the duration of the training subject to the budgeting, accounting, procurement and auditing rules and regulations.
5. Check-in of participants will be on May 14, 2024 at 2pm onwards while check-out will be at 12noon on May 17, 2024. First meal is Dinner on May 14, 2024 while last meal is PM snacks on May 17, 2024.
6. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address car.hrdd@deped.gov.ph
7. Immediate dissemination of and compliance to this Memorandum to all concerned is enjoined.


ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/Regional Director 

MATRIX OF ACTIVITIES

TIME	DAY 0	DAY 1	DAY 2	DAY 3
8:00-8:30		Opening Program	MOL	MOL
8:31-9:00		Levelling of Expectations C/o Facilitator	Updates on PhilHealth matters and benefits for retirees	Pag-ibig Benefits and required documents
9:01-9:30		Overview of Retirement Laws, Policies, Rules, Procedures, and other issuances.	RP- Personnel from PhilHealth	
9:31-10:00		RP- Eleonora A. Albidas		
		HEALTH BREAK		
10:16-11:00		Continuation of Overview.	Continuation on updates on Philhealth matters	Continuation of Pag-ibig
11:01-11:30		Wellness Activity- Counselling Approaches to Retirement		
11:31-12:00		(Positive Mental Attitude towards Retirement)	Clarifying issues	Clarifying issues
		RP- Guidance Counselor		
12:01-1:00		LUNCH BREAK		
1:01-2:00			GSIS Benefits and Basic Requirements , sample computation of benefits and other concerns RP- GSIS personnel	Business Planning and Financial Management RP- Financial Adviser
2:01-3:00		Continuation of Counselling Approaches		
		Travel Time		
3:01-3:15				
3:16-3:30		Benefits/ privileges of Senior Citizen RP-Office of the Senior Citizen Affairs	Continuation of GSIS.	Closing Program and Ways Forward/ Evaluation
3:31 - 4:00				
4:01-4:45		Check-in and settling down	Computation of Terminal leaves and other requirements & benefits RP- Corazon Walcien	HOME-SWEET-HOME
4:46-5:00		Evaluation C/o M & E	Evaluation C/o M & E	
5:01-5:30		Registration of Participant (care of focal)		
6:01-7:00		DINNER		