



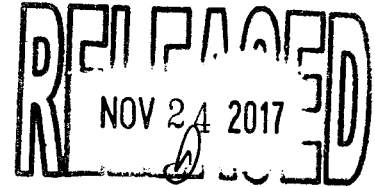
November 22, 2017

REGIONAL MEMORANDUM

No. 383.2017

CONDUCT OF PRE-RETIREMENT TRAINING

TO : Schools Division Superintendents
All Division
All others concerned



DEPED-CAR Time:

1. Pursuant to DepEd Order No. 81 s. 1994 and CSC Memorandum Circular No. 23, S. 1993 providing continuing opportunities for advancement not only to new recruits but also for officials and employees who opt to retire soon for government service, a two (2) day Pre-Retirement Training shall be conducted on December 6-7, 2017 at a venue to be announced later after the procurement process is done by the BAC.
2. The training aims to increase knowledge, skills and abilities of the participants in pursuing a happy retirement life; increase awareness of the importance of positive mental attitude towards retirement and understand the retirement laws, policies, guidelines, procedures and other legal issuances concerning retirement.
3. The participants to the training is allocated as follows:

RD	1
ARD	1
10 participants from each SDO	80
Resource Persons	8
Regional Office	4
HRDD	5
QAME	1
Total	100

4. Board and lodging of participants is chargeable against regional office funds while travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations. First meal will be dinner on December 5, 2017 while last meal will be PM snacks on December 7, 2017. Participants are expected to check-in at 3PM on December 5 and check-out at 12NN on December 7, 2017.
5. Schools Division Offices are requested to submit the list of participants to the Regional Office on or before December 4, 2017 c/o HRDD at email address hrdd.depedcar@gmail.com
6. Attached is the Training Matrix for information and guidance.
7. Immediate dissemination of this memorandum to all concerned is enjoined.


MAY B. ECLAR, PhD., CESO V
Off. Regional Director

PRE-RETIREMENT TRAINING

TRAINING MATRIX

TIME	DAY 0	DAY 1	DAY 2
8:00 – 8:30		Registration – c/o Secretariat	MOL – c/o Host Team
8:30 – 9:00		Opening Program	Pag-ibig Benefits and Basic Requirements
9:00 – 10:00		Levelling of Expectations	c/o Pag-ibig Resource Person
10:00 – 10:15		HEALTH BREAK	
10:15 – 11:00		Counselling/Approaches to Retirement (Positive Mental Attitude Towards Retirement)	Continuation of Pag-ibig Benefits
11:00 – 12:00		Overview on Retirement Laws, Policies, Rules, Procedures and other Issuances	Sample Computation of Terminal Leave & other benefits c/o Accounting Unit
12:00 – 1:00		LUNCH BREAK	
1:00 – 2:00		Continuation of Overview on Retirement Laws . . .	Sharing of Retirement Experiences c/o Elma D. Donaal, Ed.D
2:00 – 3:00		GSIS Benefits and Basic Requirements/sample on the computation of benefits c/o GSIS Resource Person	Victoria Pablito, Ed.D Benita Carame, Ed.D.
3:00 – 4:00	Travel Time/ Check-in		Business Planning/ Business options c/o Atty. Sebastian G. Tayaban CAO, Finance Division
4:00 – 4:30			Closing Program – c/o Benguet Division
4:30 – 5:00			HOME- SWEET- HOME
6:00 – 7:00	Dinner	Dinner /Socials	
	MOL	Host -Team (Abra, Apayao, Baguio, Tabuk)	Host-Team (Ifugao, Kalinga, Mt. Province)