



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 Oct 2023

DIVISION MEMORANDUM

No. 572 s. 2023

**HEALTHY AND POSITIVE AGING: SDO TAYABAS PROGRAM FOR SENIOR
CITIZENS AND PROSPECTIVE RETIREES 2023**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Unit/Section
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Memorandum Circular No. 23, s.1993 of the Civil Service Commission enjoining all government agencies to adopt a pre-retirement program for their respective officials and employees, and in compliance to Republic Act No.9994, Rule V, Expanded Senior Citizens Act of 2010- an act granting additional benefits and privileges to senior citizens, SDO Tayabas City will conduct **Healthy and Positive Aging: SDO Tayabas Program for Senior Citizens and Prospective Retirees 2023** on **October 27, 2023 – 8:00 am- 5:00pm** at M.I Sevilla Resort, Brgy. Domoit, Lucena City.
2. The said program aims to prepare DepEd Tayabas City senior citizens physically, psychologically, socially, and financially for “life after DepEd”.
3. Relative to the above activity, teachers affected are encouraged to migrate their classes to modular distance learning.
4. Meals (AM and PM snacks, lunch) and other expenses shall be charged against Division MOOE. Travel expenses of participants shall be charged against local or school MOOE, canteen funds, and/or other school funds subject to the availability of funds and usual accounting and auditing rules and regulations.
5. Attached are the List of participants, Technical Working Committee and Activity Matrix.
6. This also serves as travel order.
7. Wide dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: CSC Memorandum Circular No. 23, s.1993



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To be indicated in the Perpetual Index
under the following subjects:

HUMAN RESOURCE DEVELOPMENT
PRE-RETIREMENT PROGRAMS
EMPLOYEES WELFARE
SENIOR CITIZENS

SGOD/ - Healthy and Positive Aging: SDO Tayabas Program for Senior Citizens and Prospective Retirees 2023
Tracking Number/DTS/October 20, 2023

Enclosure 1

**List of Participants
October 27, 2023 – 8:00 am- 5:00pm
M.I Sevilla's Resort, Lucena City**

No.	Name	Position/Designation
1	ABELIDO, LIBRADA R	TEACHER III
2	ABULENCIA, LAARNI E	MASTER TEACHER I
3	CABUYAO, VIVIANA A	TEACHER II
4	CAPARROS, MARIA ANGELES G	TEACHER III
5	CAPISTRANO, LUISA C	TEACHER III
6	CLADO, LEAH C	SCHOOL PRINCIPAL I
7	ESTELEYDES, MA BELEN B	TEACHER III
8	GAMUGAMO, ARCELI A	TEACHER III
9	MABILIN, ARIETA S	TEACHER III
10	MALUNDAS, EVANGELINA E	TEACHER III
11	REA, TERESITA L	TEACHER III
12	RIVADINERA, LAURA	TEACHER III
13	TABERNILLA, BENIDICTA C	TEACHER III
14	OABEL, CORAZON M	SCHOOL PRINCIPAL I
15	OLIVA, CONCEPCION	TEACHER III
16	PABELLANO, EUDUCIA T	TEACHER III
17	PASNO, MARILYN M	TEACHER III
18	OABEL, JOSEFINA R	ADMINISTRATIVE OFFICER IV
19	OCUMIN, TEOFILA A	EDUCATION PROGRAM SPECIALIST II
20	RACELIS, JOSELITO C	UTILITY WORKER I
21	RAMOS, MARIA DIVINA O	TEACHER III
22	PIQUERO, ROSANNA B.	SENIOR BOOKKEEPER
23	JAVIER, CRISTETA P.	ADMINISTRATIVE AIDE I
24	JASMIN, NORBERTO C.	SECURITY GUARD I
25	PALMA, MARIA TERESA P.	ADMINISTRATIVE OFFICER IV
26	ROMERO, RACEL J.	ADMINISTRATIVE OFFICER I
27	CONTRERAS, ABEL M.	ADMINISTRATIVE AIDE I
28	MORENO, MARIA CONCEPCION R.	ADMINISTRATIVE OFFICER I
29	ABESAMIS, MARIA TERESA T.	TEACHER I
30	RIVERE, ALEJANDRA R.	TEACHER I
31	SAUL, LORENA G.	MASTER TEACHER I
32	SOMBRERO, ROSARIO R.	TEACHER III
33	DE CASTRO, JOSEPHINE P DE.	MASTER TEACHER II
34	OBLEA, JOSEFINA P.	MASTER TEACHER I

TECHNICAL WORKING COMMITTEE

No.	Name	Designation
1	CELEDONIO B. BALDERAS JR.	Schools Division Superintendent
2	ANTONIO P. FAUSTINO JR.	OIC-Assistant Schools Division Superintendent
3	IMELDA C. RAYMUNDO	SGOD Chief
4	MILDRED Z. GALLEN	Education Program Supervisor
5	MONTANO L. AGUDILLA JR.	SEPS M&E

6	LUZVIMINDA E. SALUDARES	SEPS HRTD
7	KATHLEEN J. DAZO	Administrative Assistant III
8	CJ SUPETTRAN	Medical Officer III
9	IAN NERICX O. ILAO	J.O Personnel
10	ARJOY C. DEMANDANTE	Administrative Aide VI
11	JEROME A. JAVIN	J.O Personnel
12	JEAN ROSE B. RABANO	EPS II- HRD

Enclosure 2

Technical Working Committee (TWC)

Over all Chairperson: **CELEDONIO B. BALDERAS JR.**

Schools Division Superintendent

Co- chairpersons: **ANTONIO P. FAUSTINO JR.**

OIC – Assistant Schools Division Superintendent

IMELDA C. RAYMUNDO

SGOD – Chief

DR. EDWIN R. RODRIGUEZ

CID- Chief

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> ➤ Prepares Training Design and other Training Package requirements. ➤ Prepares and submits activity completion report (ACR).
Over-all L&D Management including (Logistics)	LUZVIMINDA E. SALUDARES	<ul style="list-style-type: none"> ➤ Manages the conduct of L&D. ➤ Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. ➤ Monitors L&D activities. ➤ Prepares and submits complete report (narrative report) to SGOD Chief ➤ Leads the debriefing sessions. ➤ Prepares memo/advisories. ➤ Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	MONTANO L. AGUDILLA JR.	<ul style="list-style-type: none"> ➤ Quality Assure the Activity Designs an L&D Package ➤ Prepares evaluation tool and conduct QATAME and gather feedback. ➤ Analyzes harvested feedback and recommended solutions

		and forwards to concerned units/offices.
Resource Speakers/Facilitators	DR. CJ SUPETLAN MONTANO L. AGUDILLA JR. JOSEFINA R. OABEL KATHLEEN J. DAZO MILDRED Z. GALLEN	<ul style="list-style-type: none"> ➤ Lead/s the discussion of topics ➤ Facilitate/s workshop ➤ Attend/s engages in the debriefing sessions
Support Staff/s	IAN NERIC O. ILAO JEROME JAVIN	<ul style="list-style-type: none"> ➤ Prepare the platform of the orientation ➤ Take/s pictures from the opening until closing programs. ➤ Assist/s the session facilitators/s ➤ Manage/s unexpected system glitches. Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Certificate	ARJOY C. DEMANDANTE	<ul style="list-style-type: none"> ➤ Ensure/s that registration meals and attendance sheets are properly and completely accomplished.
Moderator	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> ➤ Coordinates with the Program Proponent regarding the contents and flow of the activity ➤ Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> ➤ Present Agenda outline ➤ Discuss relevant session protocol. ➤ Moderate Q&A sessions ➤ Close out conference

Enclosure 3

ACTIVITY MATRIX
October 27, 2023 – 8:00 am- 5:00pm
M.I Sevilla Resort, Lucena City

Time	Topic/Activity	Responsible Person/s
7:30 a.m - 8:00 a.m	Registration	PMT
8:01 a.m - 8:15 a.m	National Anthem Prayer CALABARZON march Tayabas Hym DepEd Quality Policy	AVP
	Welcome Remarks	Antonio P. Faustion Jr. OIC-Assistant Schools Division Superintendent
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
	Acknowledgement of Participants	Luzviminda E. Saldares SEPS-HRD
	Rationale and Objectives	Imelda C. Raymundo SGOD- Chief
8:16 a.m - 9:15 a.m	Session 1: Physical Wellness (Physical Fitness and Health and Nutrition)	Dr. Cris John V. Supetran Medical Officer III
9:15 am - 9:30 am	Health break	
9:30 a.m – 10:30 a.m	Session 2: Emotional Wellness	Dr. Cris John V. Supetran Medical Officer III
10:31 a.m – 12:00 n.n	Session 3: Spiritual Wellness	Montano L. Agudilla Jr. SEPS-M&E
12:01 p.m – 1:00 p.m	Lunchbreak	
1:01 p.m – 2:30 p.m	Session 4: Financial Wellness	Mildred Z. Galleno Education Program Supervisor
2:31 p.m – 3:30 p.m	Session 5: Occupational Wellness (DepEd Retirement Process)	Kathleen Dazo Administrative Assistant III
3:31 p.m – 4:30 p.m	Session 6: Occupational Wellness (GSIS Benefits)	Josefina Oabel HRMO II/ AO IV
4:31 p.m – 5:00 p.m	Closing Program	