



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

17 September 2025

DIVISION MEMORANDUM
No. 652 s. 2025

**CONDUCT OF PROJECT HAPPY-HEALTHY AGING AND POSITIVE
PERSPECTIVE FOR THE YOUNG (AT HEART) 2025**


To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
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 through the Human Resource Development Section, Schools Division of Tayabas City will conduct a capability-building activity for senior citizens and prospective retirees on **September 18, 2025** at **M.I. Sevilla Resort, Brgy. Domoit, Lucena City**.
2. This activity aims to:
 - a. Understand the principles of healthy aging, community involvement, and spiritual wellness as foundations for holistic well-being;
 - b. Apply practical strategies for building healthy habits, engaging in meaningful community activities, and nurturing emotional and spiritual resilience; and
 - c. Cultivate a positive outlook on aging, embrace interdependence within the community, and foster compassion and purpose in daily life.
3. First meal to be served is breakfast.
4. Transportation and incidental expenses of participants may be charged to the Maintenance and Other Operating Expenses (MOOE), or other local funds, subject to the availability of funds and compliance with accounting and auditing rules and regulations.
5. Attached are: **Enclosure 1**–List of Participants; **Enclosure 2**–Training Matrix; **Enclosure 3**–Technical Working Committee.
6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ
Chief Education Supervisor-SGOD
Officer-in-Charge

Encl.: As stated

References: Republic Act No.9994

CSC Memorandum Circular No. 23, s.1993

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

EMPLOYEE WELFARE

SGOD- conduct of project happy-healthy aging and positive perspective for the young (at heart) 2025
SGOEE463-003516/September 17, 2025

Enclosure 1

LIST OF PARTICIPANTS

| No. | Name | Station |
|------------|---------------------------|--|
| 1 | Cristeta P. Javier | Luis Palad Integrated High School |
| 2 | Abel M. Contreras | Luis Palad Integrated High School |
| 3 | Lorena G. Saul | Luis Palad Integrated High School |
| 4 | Rosario R. Sombrero | Luis Palad Integrated High School |
| 5 | Racel J. Romero | Luis Palad Integrated High School |
| 6 | Vilma S. Peñamora | Luis Palad Integrated High School |
| 7 | Rosemarie I. Landicho | Luis Palad Integrated High School |
| 8 | Susan J. Abuel | Luis Palad Integrated High School |
| 9 | Gener C. Delos Reyes | Luis Palad Integrated High School |
| 10 | Felisa P. Rosilla | Luis Palad Integrated High School |
| 11 | Emelia R. Eclarin | Eugenio Francia Integrated School |
| 12 | Luisa P. Francia | Tayabas West Central School I |
| 13 | Sofia E. Mendoza | Tayabas West Central School I |
| 14 | Maria Paz T. Jamilano | South Palale Elementary School |
| 15 | Wilhelma C. Valencia | South Palale Elementary School |
| 16 | Fredeswinda A. Carillo | Invited Resource Speaker |
| 17 | Fr. Jayjay Jalbuena | Invited Resource Speaker |
| 18 | Edwin R. Rodriguez | Curriculum Implementation Division (CID) |
| 19 | Luzviminda E. Saldares | School Governance and Operations Division (SGOD) |
| 20 | La Trisha R. Dalit | SGOD |
| 21 | Marife R. Lagar | SGOD |
| 22 | Patrick S. Cadavido | SGOD |
| 23 | Joan Kathleen T. Brizuela | SGOD |
| 24 | Montano L. Agudilla | SGOD |
| 25 | Engr. Jaypee A. Escobar | SGOD |
| 26 | Lailani T. Omlas | SGOD |
| 27 | Mariles F. Contreras | SGOD |
| 28 | Shyra C. Rojas | SGOD |

Enclosure 2

INDICATIVE MATRIX OF ACTIVITIES

| Time | Activity | In-Charge/Resource Speaker/Facilitator |
|-------------|--|---|
| 7:00-8:30 | Arrival and Welcoming/ Breakfast | PMT |
| 8:30-9:00 | Opening Program/Preliminaries | PMT |
| 9:00-9:30 | Getting-to-Know Activity | La Trisha R. Dalit |
| 9:30-10:00 | Session 1: Building Healthy Habits for a Happy Me | Dr. Luzviminda E. Saldares |
| 10:00-10:15 | HEALTHY BREAK | |
| 10:15-10:45 | Continuation of Session 1 | Dr. Luzviminda E. Saldares |
| 10:45-12:00 | Session 2: From Me to We: Thriving Through Community Involvement | Ms. Fredeswinda A. Carillo |
| 12:00-1:00 | LUNCH BREAK | |
| 1:00-1:10 | Ice-breaker | PMT |
| 1:10-3:00 | Session 3: Nurturing the Soul for a Happy Me, We, and They | Fr. Jayjay Jalbuena |
| 3:00-3:30 | Ripple Reflections | Dr. Luzviminda E. Saldares |
| 3:30-4:00 | Closing Ceremony | PMT |

Enclosure 3

PROGRAM MANAGEMENT TEAM

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairpersons: Herbert D. Perez – Assistant Schools Division Superintendent
Imelda C. Raymundo – CES-SGOD

| Committee | Person/s In-Charge | Terms of Reference |
|----------------------------------|---|--|
| Program Manager | Luzviminda E. Saldares | <ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads in crafting the Program Completion Report |
| Learning Manager | Luzviminda E. Saldares La Trisha R. Dalit | <ul style="list-style-type: none"> - Leads the conduct of the program Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as nee |
| Resource Speaker/ Facilitator | Dr. Luzviminda E. Saldares Ms. Fredeswinda A. Carillo Fr. Jayjay Jalbuena | <ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions |
| M&E Officer | Montano L. Agudilla, Jr. | <ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for |

| | | |
|----------------------------|--|---|
| | | inclusion in the Program Completion Report |
| Documenter/ Secretariat | La Trisha Dalit Princess Talavera | <ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials |
| Physical Arrangement | Food/Venue Supplier | <ul style="list-style-type: none"> - Prepare the venue as to the prescribed arrangement - Arrange the needed material for the activities - Ensure the cleanliness of the area before and after the conduct of the activity |
| Logistics Officer | Luzviminda A. Saldares | <ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that venue are always ready for use and conducive to learning - Ensure that training adheres to ethical considerations |
| Welfare Officer | Lailani Omlas/Mariles Contreras/ Alelie Padillo | <ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource persons (including incidents of social exclusion, sexual harassment, etc.) |

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| Finance Officer/s | Benjamin A. Millares Agnes M. Luzadas | <ul style="list-style-type: none">- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices- Monitors and documents all disbursements against budget to support liquidation- Liquidates all fund disbursement and prepares a financial report |
|----------------------|--|--|