



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 October 2026

DIVISION MEMORANDUM

No. 704 s. 2026

**CONDUCT OF PROJECT HAPPY - HEALTHY AGING AND POSITIVE
PERSPECTIVE FOR THE YOUNG (AT HEART) 2026**

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

1. Pursuant to **Civil Service Commission Memorandum Circular No. 23, s. 1993**, which enjoins government agencies to adopt a pre-retirement program for their officials and employees, and in accordance with **Republic Act No. 9994**, otherwise known as the **Expanded Senior Citizens Act of 2010**, the Schools Division Office (SDO) of Tayabas City, through the Human Resource Development Section (HRDS), shall conduct a capability-building activity for senior citizens and prospective retirees on **November 13, 2026**, at **M.I. Sevilla's Resort and Hotel, Lucena City**.

2. This activity aims to:

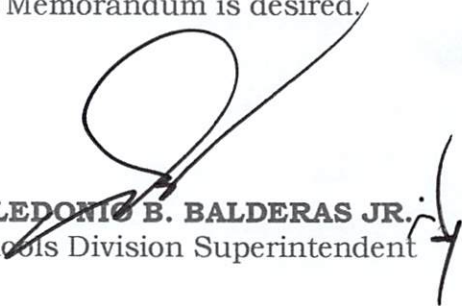
- a. Enhance participants' understanding of healthy aging, community involvement, and spiritual wellness as essential components of holistic well-being;
- b. Equip participants with practical strategies for maintaining healthy lifestyles, engaging in meaningful community activities, and strengthening emotional and spiritual resilience; and
- c. Foster a positive outlook on aging, promote meaningful relationships and interdependence within the community, and encourage a sense of purpose, compassion, and fulfillment in preparation for and during retirement.

3. The first meal to be served shall be breakfast. Transportation and incidental expenses of participants may be charged against the Maintenance and Other Operating Expenses (MOOE) or other available local funds, subject to the availability of funds and compliance with applicable budgeting, accounting, and auditing rules and regulations.

4. Attached to this Memorandum are Enclosure 1 – List of Participants, Enclosure 2 – Training Matrix, and Enclosure 3 – Technical Working Committee for reference and guidance.

5. For inquiries and further clarifications, please contact **Dr. John Cavin S. Rodil**, Senior Education Program Specialist-HRDS, at johncavin.rodil@deped.gov.ph, or **Ms. La Trisha R. Dalit**, Education Program Specialist II – HRDS, at latrisha.dalit@deped.gov.ph.

6. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: Civil Service Commission Memorandum Circular No. 23, s. 1993
Republic Act No. 9994 – Expanded Senior Citizens Act of 2010

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

PROJECT HAPPY
RETIREEES
SENIOR CITIZENS

SGOD- conduct of project happy – healthy aging and positive perspective for the young (at heart) 2026
SGOCSLT0-005887/October 26, 2026

Enclosure 1

LIST OF PARTICIPANTS

No.	Name of Participants	Designation	School/Office
1	Librada R. Abelido	Teacher VI	Ipilan-Alitao ES
2	Viviana A. Cabuyao	Teacher II	Ipilan-Alitao ES
3	Maria Angeles G. Caparros	Teacher III	TWCS III
4	Luisa C. Capistrano	Teacher III	Dapdap IS
5	Remedios P. Capistrano	Teacher III	Dapdap IS
6	Maria Lourdes C. Collantes	Teacher VI	TWCS I
7	Ma Belen B. Esteleydes	Teacher VI	TWCS III
8	Marivic B. Jasmin	Teacher II	TWCS III
9	Arieta S. Mabilin	Teacher VI	TWCS IV
10	Amelia V. Nanong	Teacher VI	Dapdap IS
11	Enrique S. Cabuyao	Teacher III	TECS
12	Evangelina O. Escobinas	Teacher III	TECS
13	Priscilla Z. Infante	Master Teacher I	East Palale ES
14	Corazon M. Oabel	School Principal II	West Palale ES
15	Margarita P. Oabel	Teacher VI	TECS
16	Marilyn A. Quizana	Teacher VI	CJQES
17	Rosa R. Ursolino	Teacher VI	TECS
18	Wilhelma C. Valencia	Teacher II	South Palale ES
19	Louie L. Fulleo	Education Program Supervisor	CID
20	Teofila A. Ocumin	Education Program Specialist II	CID
21	Evelyn R. Palambiano	School Principal II	Mate IS
22	Venus M. Yagyagan	Teacher II	BANHS
23	Emelia R. Eclarin	School Principal II	EFIS
24	Generosa A. De Vera	Teacher III	LPIHS
25	Josephine Z. Padua	Teacher VI	LPIHS
26	Lorena G. Saul	Master Teacher I	LPIHS
27	Rosario R. Sombrero	Teacher III	LPIHS
28	Racel J. Romero	Administrative Officer IV	LPIHS
29	Felisa P. Rosilla	Administrative Officer I	LPIHS
30	Rosemarie I. Landicho	Guidance Counselor III	LPIHS
31	Vilma S. Penamora	Administrative Aide IV	LPIHS
32	Abel M. Contreras	Administrative Aide I	LPIHS
33	Cesar L. Herrera	Administrative Aide I	LPIHS
34	Eduardo P. Saberola	Administrative Aide I	LPIHS
35	La Trisha R. Dalit	EPS II	SGOD
36	John Cavin S. Rodil	SEPS	SGOD
37	Montano L. Agudilla Jr.	SEPS	SGOD
38	Imelda C. Raymundo	CES - SGOD	SGOD
39	Dr. Joan C. Salcedo	Medical Officer III	SGOD
40	Princess A. Talavera	Secretariat	SGOD

Enclosure 2

PROGRAM MANAGEMENT TEAM

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

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	- 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	John Cavin S. Rodil	- 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 needed
Resource Speakers / Learning Facilitators	To be Identified	- Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions
M&E Officer	Montano L. Agudilla Jr.	- 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 R. Dalit Princess A. Talavera	- 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
Logistics Officer	John Cavin S. Rodil	- 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 is always ready for use and conducive to learning - Ensure that training adheres to ethical considerations
Finance Officer/s	Benjamin A. Millares Agnes M. Luzadas	- 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

Enclosure 3

**CONDUCT OF PROJECT HAPPY - HEALTHY AGING AND POSITIVE
PERSPECTIVE FOR THE YOUNG (AT HEART) 2026**

November 13, 2026, | M.I. Sevilla's Resort, Lucena City

Time	Activity	Resource Speaker
6:00–7:00 AM	Arrival and Registration	PMT
7:30–8:00 AM	Opening Program/Preliminaries	PMT
8:00–8:30 AM	Getting-to-Know Activity	La Trisha R. Dalit Education Program Specialist II - HRDS
8:30–9:30 AM	Session 1: Preparing for Retirement: Embracing Change and Building a Meaningful New Chapter	Resource Speaker
9:30–9:45 AM	Health Break	PMT
9:45–10:15 AM	Continuation of Session 1	Resource Speaker
10:15 AM–12:00 NN	Session 2: Financial Wellness and Practical Life Planning for a Secure Retirement	Jinnyvie B. Perez Teacher II Lutucan Integrated National High School Rosebell D. Silang Sales Manager Excelsa NBO
12:00–1:00 PM	Lunch Break	
1:00–3:30 PM	Session 3: Healthy Aging, Emotional Well-Being, and Strengthening Family and Community Relationships	Dr. Joan C. Salcedo Medical Officer III
3:30–3:45 AM	Health Break	PMT
3:45–4:30 PM	Reflection Activity: My Retirement Journey and Personal Commitments	Dr. John Cavin S. Rodil Senior Education Program Specialist - HRDS
4:30–5:00 PM	Closing Ceremony	PMT