DIVISION MEMORANDUM

NO. 401, s.2017

ATTENDANCE TO THE THREE-DAY PRE-RETIREMENT COUNSELING SEMINAR (PRCS)

To:

Mr. Francis Jude D. Alcomendras
Administrative Officer-V

1. You are hereby directed to attend the Three-Day Pre-Retirement Counseling Seminar (PRCS) on July 4-6, 2017 at Davao City (specific venue to be announced later).

2. This three-day training is a non-residential with a training fee of Three Thousand Six Hundred Pesos (P3,600.00) which shall be collected from each participant to defray necessary training expenses chargeable against local funds subject to the usual accounting and auditing rules and regulations.

3. For compliance and information.

FELICIANO A. TAMONDONG, Jr., Ed.D., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

For and in the absence of the ASDS/OIC-SDS:

BEVERLY D. DAUGDAUG, EdD
Chief Education Supervisor
Curriculum and Implementation Division
Officer-In-Charge

RELEASED
Date: 23 JUN 2011
Time: 3:14

MEMORANDUM

TO : Schools Division Superintendents/OIC
     Assistant Schools Division Superintendents/OIC

SUBJECT : Pre-Retirement Counseling Seminar (PRCS)

June 9, 2017

Please be informed that the Civil Service Commission ROXI will conduct a Pre-Retirement Counseling Seminar (PRCS) on July 4-6, 2017 at Davao City (venue to be announced later). Interested would-be-retirees (employees who will be retiring within 5 years) and personnel who would render assistance to would-be-retirees in the preparation of the required documents are invited to attend the said seminar on official business chargeable against local funds.

For immediate dissemination.

ATTY. ALBERTO T. ESCOBASTE, CESO III
Director IV

Incl: CSC RXI Invitation Letter – Pre-Retirement Counseling Seminar (PRCS)
May 24, 2017

Director Alberto T. Escobarte
Regional Director
Department of Education
Region 11, F. Torres St.
8000 Davao City

Dear Director Escobarte:

"Retirement is a social transition therefore a properly planned retirement is an important stage of life, rich with promise and surprises."

The Civil Service Commission in its task to assist government personnel cope effectively with retirement, will conduct the Pre-Retirement Counseling Seminar (PRCS) on July 4-6, 2017 at a venue to be announced later.

The program touches on the changes to be expected by retiring employees when they leave the world of full time work and aims to provide information on the benefits they will enjoy as members of the GSIS, SSS, PHIC and PAG-IBIG upon their retirement from the government service.

Approaches to positive mental attitude, opportunities for investment or recreation and other topics relevant to retirement are also included in this course for them to enjoy a truly satisfying and rewarding retirement.

Qualified participants to this training are the following:

1. Would-be-retirees (employees who will be retiring within 5 years) regardless of position, level and employment status;
2. Administrative Officers/HRMO’s/designees who would render assistance to would-be retirees in the preparation of the required documents; and
3. Interested employees who are 50 years old and above.

This three-day training is non-residential and a training fee of Three Thousand Six Hundred Pesos (P 3,600.00) shall be collected from each participant to defray necessary training expenses.

Kindly send the names of your nominees on or before June 18, 2017 for reservation. However, we reserve our right to deny acceptance of participants once the quota has already been met before the deadline.

Agencies with confirmed nominees who fail to attend the seminar without prior notice will be billed for the catering expenses for the first day instead of reservations for food of said participant is already made in advance.

You may call the Human Resources Division for further details at Tel. Nos. 299-1727.

Very truly yours,

[Signature]

ANNABELLE S. ROSELL
Director IV

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**Nomination Slip**

**Agency:**

**Contact No.:**

**Title of Training:** Pre-Retirement Counseling Seminar - July 4-6, 2017

( ) We will send the following participant/s, namely:

1. Last Name, First Name, M.I. __________________ Position __________________ Nickname __________________

2. __________________ _______________ __________________ __________________