DIVISION MEMORANDUM
No. 599, s. 2018

THREE-DAY PRE-RETIREMENT PREPAREDNESS PROGRAM

TO: FRANCES MILLCENT R. DURANO
   Nurse II
KRISTINE MARIE Y. BEJARIN
   Nurse II
JOEL B. GOMITO
   Nurse II

1. In reference to the Division Memorandum Number 593, s.2019 which is the Three- Day Pre-Retirement Preparedness program, you are hereby directed to attend the seminar as Nurse on duty on August 22-24, 2019; venue will be announced later.

2. As nurse on duty your duties and responsibilities include the following:
   a. blood pressure taking when needed;
   b. treats minor ailments and gives first aid in emergency cases;
   c. gives health advices if needed;
   d. refer cases to physician if needed;
   e. does other related duties;

3. Enclosed is the schedule of the nurse on duty.

4. Travel and other incidental expenses to the attendance shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. For information and compliance.

WINNIE E. BATTOON, EdD
 Officer-In-Charge
 Office of the Schools Division Superintendent
# SCHEDULE OF NURSE ON DUTY

<table>
<thead>
<tr>
<th>NURSE ON DUTY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>FRANCES MILLICENT R. DURANO, RN</td>
<td>August 22, 2019</td>
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<tr>
<td>JOEL B. GOMITO, RN</td>
<td>August 23, 2019</td>
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<tr>
<td>KRISTINE MARIE Y. BEJARIN, RN</td>
<td>August 24, 2019</td>
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</table>
DIVISION MEMORANDUM  
No. 593, s. 2019  

THREE-DAY PRE- RETIREMENT PREPAREDNESS PROGRAM  

To: Division Chiefs  
Division Section Heads  
Public Schools District Supervisors  
Public Elementary School Heads  
Public Junior/Senior High School Heads  
DiCNHS Department Heads  
All Others Concerned  

1. Retirement preparedness is a long-term process. There are many issues involved like health, social security, insurances, financial planning and dealing with the emotions relating to retirement. Because of these issues and concerns, there is a need to conduct a retirement preparedness seminar workshop for the retiring employees of the DepEd Digos City Division.  

2. Generally, the activity aims to equip the prospective retirees with additional knowledge and skills to enhance their capabilities in activities which can be useful after their retirement. The activity will provide continuing opportunities for advancement by helping discover innovations and options that will sustain them physically, psychologically, socially and financially in their retirement life (DM 062, s. 2018).  

3. The activity shall be done on August 22-24, 2019 at a venue to be announced later in a subsequent communication.  

4. Attached is the List of participants whose ages are incoming 54 years old in 2019.  

5. Meals and snacks of the participants shall be charged to HRTD Funds while travelling and other incidental expenses of the said activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.  

6. Wide and immediate dissemination of this Memorandum is earnestly desired.  

WINNIE E. BATOON, EdD  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

ronald dedace: August 6, 2019 Three-Day Pre-Retirement Preparedness Program

Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City