



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



DIVISION MEMORANDUM

August 07, 2019

No. 599, s. 2018

THREE-DAY PRE-RETIREMENT PREPAREDNESS PROGRAM

TO: **FRANCES MILLICENT 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. BATON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
38939

DATE: 08 AUG 2019 TIME: 9:57

BY: fr

Encls: Error! Unknown document property name.
References: Health Section
To be indicated in the Perpetual Index under the following subjects:
Governance Health Memo
DIPSANOY-retirement



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



SCHEDULE OF NURSE ON DUTY

NURSE ON DUTY	DATE
FRANCES MILLICENT R. DURANO,RN	August 22, 2019
JOEL B. GOMITO,RN	August 23, 2019
KRISTINE MARIE Y. BEJARIN, RN	August 24,2019

Encls: **Error! Unknown document property name.**
References: Health Section
To be indicated in the Perpetual Index under the following subjects:
 Governance Health Memo
DJPSANOY-retirement



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



DIVISION MEMORANDUM
No. 593, s.2019

August 6, 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. BATON, EdD

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED 38730
DATE: 06 AUG 2019 TIME: 2:26
BY: 

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