



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

DIVISION MEMORANDUM
 No. 282, s. 2021

May 20, 2021

**ORIENTATION AND PROVISION OF TECHNICAL ASSISTANCE ON
 ADMINISTRATIVE SERVICES TO DEPED EMPLOYEES DUE
 FOR RETIREMENT**

To: Assistant Schools Division Superintendent
 CID Chief
 SGOD Chief
 Public Schools District Supervisors
 Education Program Supervisors
 Admin Personnel
 HRD Specialists
 M&E Specialist
 Nurses-on-Duty
 Public School Heads
 Public School Teachers
 School HRD Coordinators

1. Retirement is the withdrawal from one's position or occupation or from one's active working life. Currently, under Republic Act No. 8291 or the Government Service Insurance Act of 1997, the optional retirement age for government employees is 60-years-old while the mandatory retirement age is 65. Government workers due to retire "are classified as belonging to the vulnerable group on account of their age. The present pandemic has presented a new and compelling reason for government workers to opt for early retirement. The age of retirement be marked as a priority in consideration of safety and health especially during the pandemic.
2. The School Governance and Operations Division thru the Human Resource Development and in cooperation with the Human Resource-Personnel will conduct an orientation and provision of technical assistance to DepEd employees due for retirement in order to have a smooth flow of filing retirement. The activity will be done on June 15, 2021 at Digos City National High School-AVR.
3. Attached are the copies of the List of Senior Citizens (participants) who are still active in the service and the Indicative Program of Activities for ready reference.
4. The participants shall follow and practice health protocols like wearing of mask and shield, handwashing, checking of body temperature, and social distancing.
5. For information and guidance.

DepEd Schools Division of Digos City

RECORDS SECTION
 71840
 MAY 21 2021 TIME: 11:04
 BY:

CRISTY C. EPE
 Schools Division Superintendent

05/20/2021



1st Batch-Morning

NO.	NAME	POSITION	BIRTH DATE	AGE	STATION
1	JASMIN, LUZMINDA BAUTISTA	EDUCATION PROGRAM SUPERVISOR	12/13/1961	60	CID
2	JUMALIN, FE DEBUQUE	MASTER TEACHER I	05/26/1961	60	Digos City NHS
3	DIAMANTE, NELSON GOMITO	TEACHER III	05/20/1961	60	Digos City NHS
4	SARDIDO, MAYLEN FAIGAO	TEACHER II	07/12/1961	60	Digos City NHS
5	CALLE, ORLANDO DELA CRUZ	TEACHER II	12/27/1961	60	Digos City NHS
6	MIJARES, EDUARDO COSARES	TEACHER II	01/09/1961	60	Digos City NHS
7	ABELLONA, SATURNINO SALUDES	TEACHER I	04/05/1961	60	Digos City NHS
8	TONGCO, DAISY LAMOSA	MASTER TEACHER I	12/24/1961	60	Digos City NHS
9	SIARES, CYNTHIA VILLA	TEACHER I	02/20/1961	60	APLAYA ES
10	PAVINO, MARLYNE DELA TORRE	TEACHER I	02/01/1961	60	DIGOS CITY CENTRAL ES
11	TOMAWIS, CRESENCIA TEMPLA	TEACHER I	05/31/1961	60	DON MARIANO MARCOS ES
12	MEJORADA, WILLIAM MAGNO	TEACHER II	01/01/1961	60	DULANGAN ES
13	DEGAMO, FELIPE ECHAVIA	SCHOOL PRINCIPAL I	11/05/1961	60	IGPIT NHS
14	ALVARADO, JOSEFINA CASTAÑARES	TEACHER III	03/19/1961	60	JOLENCIO ALBERCA ES
15	PLANAS, ELEGIO LOVAO	SCHOOL PRINCIPAL I	10/16/1961	60	MAHAYAHAY ES
16	SAPILAN, JUDITH BACAMANTE	TEACHER III	03/13/1961	60	RIZAL CENTRAL ES
17	TADO, TERESITA CAGALITAN	TEACHER II	03/23/1961	60	RIZAL CENTRAL ES
18	MIEGO, ANACLETA DAQUIZ	TEACHER II	07/13/1961	60	SAN MIGUEL ES
19	DIAMANTE, ROSARIO BARING	ADMINISTRATIVE OFFICER IV	10/06/1961	60	OSDS
20	ALBA, NIERA VALEROSO	TEACHER I (Secondary Grades)	02/06/1961	60	Ruparan NHS
21	BUCAR, EVANGELINE MALUNES	TEACHER III (Secondary Grades)	03/27/1961	60	Ruparan NHS
22	CORPUZ, RAYMUNDO BALANSAG	MASTER TEACHER I	02/29/1960	61	Digos City NHS
23	FLORES, EVELYN DECRIPITO	MASTER TEACHER I	04/24/1960	61	Digos City NHS
24	MORALES, LEONARDO MASLOG	ADMINISTRATIVE AIDE I	08/13/1960	61	Digos City NHS
25	MAMPAO, LOURDES BETE	TEACHER I	02/11/1960	61	APLAYA ES

2nd Batch-Afternoon

NO.	NAME	POSITION	BIRTH DATE	AGE	STATION
26	ABRIS, FE BARONA	TEACHER I	08/05/1960	61	BINATON ES
27	ODING, ARCELI FAMFULME	TEACHER III	03/31/1960	61	DON MARIANO MARCOS ES
28	CATALUÑA, MARILYN BANAAG	TEACHER II	03/10/1960	61	DON MARIANO MARCOS ES
29	DENSING, FLORECITA FRANCO	TEACHER II	01/09/1960	61	DON MARIANO MARCOS ES
30	SABAN, FE ESPINO	TEACHER II	02/26/1960	61	DON MARIANO MARCOS ES
31	LEONIDAS, LUCY ABELLANOSA	TEACHER III	05/20/1960	61	MARAWER ES
32	MORATO, EDELBERTO JR POSADAS	MASTER TEACHER I	07/28/1960	61	DON MARIANO MARCOS ES
33	JALALON, JOSEPHINE JARA	TEACHER III	01/23/1960	61	RAMON MAGSAYSAY CENTRAL ES
34	GARCESA, JUDITH AGUSTIN	TEACHER II	12/24/1960	61	RAMON MAGSAYSAY CENTRAL ES
35	JUBAN, APOLINAR VICERA JR	TEACHER I	06/21/1960	61	REMEDIOS N. SAPLALA ES
36	BLANCO, JEAN SEROFIA	TEACHER I (Secondary Grades)	01/24/1960	61	Kapatagan NHS
37	GRAGASIN, GLORY ELTAGONDE	MASTER TEACHER I (Senior High School)	07/26/1960	61	SHS in Digos City
38	MACARAYON, DANILO SABATE	MASTER TEACHER I	09/11/1959	62	Digos City NHS
39	PARO, CIELITO DUMAGAN	MASTER TEACHER I	01/10/1959	62	Digos City NHS
40	GALVEZ, ALEJANDRO TUTOR	TEACHER II	08/11/1959	62	Digos City NHS
41	BUENAFLO, FLORY TOLENTINO	TEACHER III	10/09/1959	62	DON MARIANO MARCOS ES
42	REUSORA, MARIA TERESA FLORES	TEACHER I	06/17/1959	62	G. REUSORA CENTRAL ES
43	HAIRIL, KIM PONG JAITONI	TEACHER II	05/18/1959	62	PEDRO V. BASALAN ES
44	CONCEPCION, LEONIDA BUTAC	TEACHER II	11/22/1959	62	RAMON MAGSAYSAY CENTRAL ES
45	ONGGO, MASARIPE VILLANUEVA	ADMINISTRATIVE AIDE I	08/22/1959	62	OSDS
46	CASIMIRO, HELEN ARAÑAS	PUBLIC SCHOOLS DISTRICT SUPERVISOR	07/18/1958	63	CID
47	YLAGAN, JOCELYN GUIÑARES	TEACHER II	12/31/1958	63	Digos City NHS
48	MEJORADA, EVELYN BACALSO	TEACHER II	05/06/1958	63	DIGOS CITY CENTRAL ES
49	CATAN, JEANETTE LABANON	MASTER TEACHER II	10/06/1958	63	DON MARIANO MARCOS ES
50	TALLEDO, ALEJANDRA O BENZA	TEACHER I	01/11/1958	63	DON MARIANO MARCOS ES
51	RENDON, ALEX MOLINA	TEACHER III	03/07/1957	64	Digos City NHS
52	VILLORENTE, MARIA TENOSA	TEACHER II	06/03/1957	64	Digos City NHS
53	BALO, WILFREDA OSABEL	TEACHER I	08/18/1957	64	Digos City NHS
54	DIANA, MARILOU COMETA	TEACHER III	10/12/1957	64	Digos City NHS
55	PANTINOPE, JANELY ALQUINO	HEAD TEACHER IV	11/02/1956	65	Digos City NHS

Orientation and Provision of Technical Assistance: Administrative Services
to DepEd Employees due for Retirement
June 15, 2021
Indicative Program of Activities

TIME	PARTICULARS	PERSON RESPONSIBLE
1:00–1:30AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn Roll Call of Participants Activity Evaluation Welcome Remarks Message	HRD (AVP) Ronald B. Dedace HRD SEPS Eleser Mateo SMM&E EPS II Basilio P. Mana-ay, Jr. ASDS Cristy C. Epe SDS
1:30–1:45AM	Rationale	Sollie B. Oliver, JD, MATE Chief ES SGOD
1:45–3:30AM	Orientation on the Processes/Flow for Retirement -School Clearance -District Clearance -Division Clearance -LGU Clearance -Ombudsman Clearance -GSIS	Francis Jude D. Alcomendras Administrative Officer-V
3:30-4:30	Open Forum	Francis Jude D. Alcomendras Administrative Officer-V
4:30-4:45	Closing Program	

Orientation and Provision of Technical Assistance: Administrative Services
to DepEd Employees due for Retirement
June 15, 2021
Indicative Program of Activities

TIME	PARTICULARS	PERSON RESPONSIBLE
8:00–8:30AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn Roll Call of Participants Activity Evaluation Welcome Remarks Message	HRD (AVP) Ronald B. Dedace HRD SEPS Eleser Mateo SMM&E EPS II Basilio P. Mana-ay, Jr. ASDS Cristy C. Epe SDS
8:30–8:45AM	Rationale	Sollie B. Oliver, JD, MATE Chief ES SGOD
8:45–10:30AM	Orientation on the Processes/Flow for Retirement -School Clearance -District Clearance -Division Clearance -LGU Clearance -Ombudsman Clearance -GSIS	Francis Jude D. Alcomendras Administrative Officer-V
10:30-11:30	Open Forum	Francis Jude D. Alcomendras Administrative Officer-V
11:30-11:45	Closing Program	