



Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City  
Tele fax No.(036) 6210-974 / Tel. No. (036) 6216-118

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DIVISION ADVISORY No. 424, s. 2021  
November 3, 2021

To: OIC- Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/Officers In-Charge of the District  
Unit/Section Heads  
Heads of Elementary, Secondary & Integrated Schools  
All Others Concerned

**RE-TIRE HAPPY: PRE-RETIREMENT SEMINAR  
FOR DEPED SCHOOLS DIVISION OF CAPIZ PERSONNEL**

In response to Memorandum Circular No. 23, s. 1993 of the Civil Service Commission, which enjoins all government agencies to adopt a pre-retirement seminar for their respective officials and employees, the Schools Division office through the Human Resource Development Section will conduct seminar-workshop titled **“RE-TIRE HAPPY: PRE-RETIREMENT SEMINAR FOR DEPED SCHOOLS DIVISION OF CAPIZ PERSONNEL”**.

In this connection, all DepEd Capiz division concerned teaching & non-teaching personnel, those who will be retiring within two (2) years (November 2021 - November 2023) are requested to encode needed information via <https://bit.ly/SDOCAPIZPRIOR> on or before Thursday, November 4, 2021.

Immediate dissemination of this **ADVISORY** is desired.

**SALVADOR O. OCHAVO JR., EdD., CESO V**  
Schools Division Superintendent

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