



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

October 24, 2022


DIVISION MEMORANDUM

No. 434, s. 2022

**CONDUCT OF HYBRID SEMINAR FOR RETIRING EMPLOYEES
TITLED, “HEALTHY AGING AND RETIREMENT TRANSITION
(HEART)”**

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Regional Memorandum No. 819 s, 2022**, titled **“Conduct of Hybrid Seminar for Retiring Employees Titled, Healthy Aging and Retirement Transition (HeART)”**.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

RETIREMENT

SEMINARS

TEACHERS



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

osds/admin



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

OCT 20 2022

REGIONAL MEMORANDUM

No. 819 s. 2022

**CONDUCT OF HYBRID SEMINAR FOR RETIRING EMPLOYEES TITLED,
"HEALTHY AGING AND RETIREMENT TRANSITION (HeART)"**

To: Schools Division Superintendents
All Others Concerned

1. Attached is **Memorandum DM-OUHROD-2022-0126** relative to the **Conduct of Hybrid Seminar for Retiring Employees** titled, "**Healthy Aging and Retirement Transition (HeART)**" signed by **Hon. Gloria Jumamil-Mercado**, Undersecretary for Human Resource and Organizational Development, NEAP, TECS and DEACO, Department of Education.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES RETIREMENT SEMINARS TEACHERS



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-RM-	October 17, 2022	NEW



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,
TEACHER EDUCATION COUNCIL SECRETARIAT, AND
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION, REGIONAL OFFICE NO. VI
OCT 05 2022
4:50
BY: _____ TIME: _____

MEMORANDUM DM-OUHROD-2022-0126

TO : **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Heads of Schools
All Others Concerned

FROM :  **GLORIA JUMAMIL-MERCADO**
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines,
Teacher Education Council Secretariat, and
DepEd Employees' Associations Coordinating Office*

SUBJECT : **Conduct of Hybrid Seminar for Retiring Employees entitled,
"Healthy Aging and Retirement Transition (HeART)"**

DATE : October 03, 2022

Pursuant to *Memorandum Circular No. 23, s. 1993* of the Civil Service Commission - enjoining all government agencies to adopt a pre-retirement seminar for their respective officials and employees, and in compliance to Republic Act No. 9994, Rule V, *Expanded Senior Citizens Act of 2010* - an act granting additional benefits and privileges to senior citizens, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development - Employee Welfare Division (BHROD-EWD), will conduct a holistic wellness and pre-retirement seminar for all DepEd senior citizen employees and prospective retirees entitled "**Healthy Aging and Retirement Transition (HeART)**" on **October 25-27, 2022**, exclusive of travel time, in Laguna (exact venue to be announced on a later date).

The activity shall help the participants to prepare physically, psychologically, socially, and financially for "life after DepEd." The seminar aims to equip senior citizen employees and prospective retirees with additional knowledge and skills to enhance their capabilities in activities that can be useful for them on their senior years and/or after retirement.

10106008

Below are the expected participants for the aforementioned activity:

- **Face-to-face seminar** - DepEd Central Office (CO) regular employees between 55 and 58 years old are encouraged to attend this seminar. Kindly fill out the registration/confirmation slip through this link - [bit.ly/Reg HEART2022](https://bit.ly/Reg_HEART2022).
- **Online** - DepEd field offices employees ages 55 to 58 years old. Please fill out the registration form to confirm your attendance through this link - [bit.ly/Reg HEARTonline](https://bit.ly/Reg_HEARTonline).

The following are the administrative guidelines:

- Following the health and safety protocols, slots for the face-to-face seminar are limited to fifty-five (55) persons. **Only the first fifty-five (55) CO personnel who are able to register** through the link will be accommodated. However, those who are unable to secure a slot, may join through the online platform. Details of which shall be provided.
- Face-to-face participants are requested to be in the venue on Day 0 (October 24). First meal to be served is PM snacks and the last meal to be served is Lunch on Day 4 (October 28).
- Expenses to be incurred shall be charged to the 2022 CO-OPDNTP budget subject to the usual accounting and auditing rules and regulations.
- Expenses shall include travel expenses and board and lodging of the face-to-face participants and secretariat, supplies, training kits, materials, honoraria for resource speakers, communications, and contingency.

Should you have immediate queries or concerns, please contact Ms. Marge Latosa of BHROD-EWD via telephone and mobile number at (02)8633-7229 and +63906-3413364 or via email at margery.latosa@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.

ACTIVITY SCHEDULE:

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4
MORNING SESSION					
8:00-8:15		Attendance	Attendance	Ice Breaker	
		Preliminaries -National Anthem -Opening Prayer	Ice Breaker		
8:15-9:00	Check in Secretariat First Meal of Secretariat: AM Snacks	Welcome Message Opening Message/Introduction	Session 5: Financial Wellness -Retirement Fund	Practicum	
9:00-10:00		Ice Breaker: GTKY Expectation Setting			
10:00-11:00		Session 1 and 2: Physical Wellness -Physical Fitness -Health and Nutrition	Session 6: Occupational Wellness -DepEd Retirement Process		Check Out Last Meal: Lunch
11:00-12:00					
AFTERNOON SESSION					
1:00-1:15		Ice Breaker	Ice Breaker	Ice Breaker	
1:15-2:00		Session 3: Occupational Wellness -Senior Citizen Benefits	Session 5: GSIS Benefits	Session 6: Spiritual Wellness	
2:00-3:00	Check in participants First Meal of Participants: PM Snacks	Session 4: Emotional Wellness		Closing Program	
3:00-3:15					
3:15-4:00		Reminders End of Day 1	Reminders End of Day 2		
4:00-5:00					

[BHIROD-EWD/Latosaj]



Republic of the Philippines
Department of Education

AR/ATC No: AR-2022-CO-00671

Date : August 15, 2022

FOR : **GLORIA JUMAMIL-MERCADO**
 Undersecretary for Human Resource and Organizational Development,
 National Educators' Academy of the Philippines, and
 DepEd Employees' Associations Coordinating Office

FROM : **ATTY. ANN RACHEL C. MIGUEL**
 Director IV, BHROD

SUBJECT : **ACTIVITY REQUEST**

NAME OF PROGRAM(S)/PROJECT(S)	EQUAL OPPORTUNITY PRINCIPLE (EOP): PROGRAM FOR SENIOR CITIZENS		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-22-BHROD-EWD-OPDNTP-007	Trained senior citizen employees on holistic wellness, retirement process, SC and retirement benefits	60
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-22-BHROD-EWD-OPDNTP-008	Conduct of HeART: Health Aging and Retirement Transition Seminar	
ACTIVITY/IES WITH DOWNLOADING	Board and Lodging Region 4A Php750,000.00	 Annalyn M. Sevilla Undersecretary for Finance	
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	N/A		
JUSTIFICATION (for ATC only)	N/A		
FINANCIAL REQUIREMENTS	Requirement for this transaction as follows:		
	Activity Code	Amount in WFP	Amount Requested
	AC-22-BHROD-EWD-OPDNTP-008	Php1,090,000.00	Php1,090,000.00
	Grand Total		Php1,090,000.00

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-22-BHROD-EWD-OPD NTP-008	Conduct of HeART: Healthy Aging and Retirement Transition Seminar	1,090,000.00
Grand Total:		1,090,000.00

SOURCE OF FUNDS:

OPDNTP - 2022

ADMINISTRATIVE ARRANGEMENTS:

No. of Participants: 60
Inclusive Dates: October 2022
Cash Advance: Php61,500.00
Direct Payment: Php278,500.00
Downloading: Php750,000.00
SDO: Ma. Peachy Aranez/Melissa Boco/Felicidad Iligan/Liezel Ednaco

ANNEXES:

1. Activity Design/Program of Activities
2. List of and Certification of Supplies
3. Detailed Budget Estimates
4. Approved 2022 OPDNTP WFP

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.

5-09-2022 RCN # 1388
AC-22-BHROD-EWD-PROG BVT-3404
20220100011000 P1,090,000.00 -
ALLOTMENT AVAILABLE

[Signature]
CHOLITA F. HONG
Chief Administrative Officer
Budget Division

SOURCE OF FUNDS	2022 OPDNTP				
ADMINISTRATIVE ARRANGEMENTS	Activity Code	Sub-Activities	Pax	Inclusive Dates	Remarks
	AC-22-BHRO D-EWD-OPDN TP-008	Conduct of HeART: Health Aging and Retirement Transition Seminar	60	October 2022	Cash Advance: Php61,500.00 Direct Payment: Php278,500.00 Downloading: Php750,000.00 TOTAL: Php1,090,000.00 SDO: Ma. Peachy Arañez / Melissa Boco / Felicidad Iligan / Liezel Ednaco
ANNEXES	1. Activity Design/Program of Activities 2. List and Certification of Supplies 3. Detailed Budget Estimates 4. Approved 2022 OPDNTP WFP				

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.