



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

06 September 2024

**DIVISION MEMORANDUM**

No. **236** s. 2024

**SEMINAR ON CARING AND ASSISTING RETIRING EMPLOYEES AND STAFFS  
(Project CARES)**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Elementary and Secondary Heads  
All Others Concerned

1. Pursuant to Memorandum Circular No. 23, s. 1993 of the Civil Service Commission which enjoins all government agencies to adopt a pre-retirement seminar to their respective officials and employees, the Schools Division of Batanes will conduct a 2-day seminar on Caring and Assisting Retiring Employees and Staffs (Project CARES) on October 10-11, 2024 at the Ivatan Conference Hall.
2. The objective of this seminar is to prepare and equip prospective retirees of SDO Batanes with additional knowledge on the documentary requirements to submit upon retirement. This activity will also help them discover innovations and options that will sustain them physically, psychologically, socially and financially in their retirement life.
3. Enclosed are the List of Participants, Learning Facilitators, Program Management Team and Matrix of Activities.
4. Meals, snacks and training materials shall be charged to the 2024 regular HRD fund while transportation expenses of island participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and strict compliance of all concerned.

*acp*  
**ALFREDO B. GUMARU Jr. EdD, CESO V**

Schools Division Superintendent

*✓*

*✓*

Enclosure: As stated

Reference: MC No.23 s. 2019 CSC

To be indicated in the Perpetual Index

Under the following subjects:

**SEMINARS  
TRAININGS**

*Sgod/myn/acg*

DM No. \_\_\_\_s. 2024 Seminar on Caring and Assisting Retiring Employees and Staffs (Oct 10-11/24)

2024 - 3404

DepEd SDO - Batanes

SEP 09 2024

**RELEASED**

BY: *acp* TIME: *2:00*

**Enclosure 1. List of Participants, Learning Facilitators ( DepEd) and PMT to the Seminar on Caring And Assisting Retiring Employees and Staffs ( October 10-11, 2024)**

**PARTICIPANTS**

<b>Names</b>	<b>Position</b>	<b>School/Office</b>
1.Eduardo Hubalde	Farm Worker	Sabtang National School of Fisheries
2.Bayaras, Felix B	SG I	Schools Division Office
3.Lilian Agudo	MT I	Ivana Elementary School
4.Galat ,Mary Gould E	T III	Basco Central School
5.Gallardo, Lily Gould E	T III	Basco Central School
6.Gutierrez, Aster C	T III	Basco Central School
7. Adami, Carmencita G	EPS	Schools Division Office
8.Tabuso Alfredo C	P I	Sabtang National School of Fisheries
9.Cabugao, Angelina E	T III	Batanes General Comprehensive High School
10. Binalon, Bernardo B	ADA I	Batanes National Science High School
11.Pajanil, Mario F	T II	Valugan Integrated School
12.Donato, Jose Jr. M	SG I	Schools Division Office
13.Gato, Bernardita V	T II	Itbayat Central School
14.Nanud, Evangeline A	MT I	Uyugan Elem. School
15.Gallo, Manuel G	ADA III	Batanes National Science High School
16.Navarro, Dindo D	MT I	Batanes National Science High School
17.Gasilao, Violeta b	CES	Schools Division Office
18.Intervalo, Myrna	T III	Mayan Elem. School
19.Mina, Ave S	T II	Itbayat Central School
20Violeta Binalon	EPS	Schools Division Office
21.Espinela Estoy	ADAS II	Raele Integrated School
22.Glenda Rose V.Gaza	T II	Mayan Elem. School

**LEARNING FACILITATORS**

<b>Name</b>	<b>Position</b>	<b>Office</b>
23. Virginia A. Vinalay	AO V	Schools Division Office
24. Esperanza B. Ereful	AO IV	Schools Division Office
25.Preciosa G. Rivera	Retired EPS	Saint Dominic College
26.Leilannie Victoria H. Elacion	Guidance Counselor III	Batanes National High School
27.Aldon Cariaso	HEPO II	Batanes General Hospital
28.Joan A. Vallespin	Financial & Insurance Advisor	Sunlife of Canada Phils
	Manager Infrastructure Services	DXC Technology
29. Dr. Realina Hicap	Medical Officer III	Batanes General Hospital

### PROGRAM MANAGEMENT TEAM

Name	Position	Office
30. Marcial Y. Noguera	Program Manager	Schools Division Office-SGOD
31. Ayrine C. Geronimo	Learning Manager	Schools Division Office-SGOD
32. Kym Clyde H. Moro/ Dencio G. Eriful	QAME	Schools Division Office-SGOD
33. Jack James delos Santos	Welfare officer	Schools Division Office-HNU
34. Nona Myrah Cabizon	Secretariat	Schools Division Office-Admin
35. Leslie Merina	Finance/Logistics Officer	Schools Division Office-Admin

**Enclosure 2. Matrix of Activities of the Seminar on Caring And Assisting Retiring Employees and Staffs ( October 10-11, 2024)**

**SEMINAR ON CARING AND ASSISTING RETIRING EMPLOYEES AND STAFFS**

( Project CARES)

October 10-11, 2024

Ivatan Conference Hall

Date	Time	No. of Minutes	Activity		Person -In-Charge/Resource Person
October 10, 2024	7:30- 8:00 AM	30 min	Registration		Nona Myra P. Cabizon ADAS III
	8:00 – 8:30	30 min	Opening Program		Ma. Esperanza Ereful AO IV
	8:30 – 10:00	90 min	Session 1: The Challenge of Retirement	-The need to prepare. -The need to adjust -Community service/s	Preciosa G. Rivera Retired Education Program Supervisor
	10:00- 10:20	20 min	break		
	10:20 – 12:00	100 min	Session 2: Leisure and Managing Change	-The need to have leisure time, Rest, recreation, socialization -The need to have time for oneself	Leilanni H. Elacion Guidance Councillor III-BNSHS
	12:00- 1:00	60 min	Lunch break		
	1:00- 3:00	120 mins	Session 3: Retirement benefits	-Terminal leave -Total accumulated value -Computation of retirement benefits	Virginia A. Vinalay AO V-Admin
	3:00-3:20	20 min	Break		
	3:20-5:00	100 min	Session 4: The GSIS and the Retiree	GSIS retirement options  GSIS retirement procedures, requirements, benefits, submission deadlines	Virginia A. Vinalay AO V-Admin

Date	Time	No. of Minutes	Activity		Person -In-Charge/Resource Person
October 11, 2024	8:00- 8:20	20 min	MOL		Esperanza B. Ereful AO IV
	8:20- 10:00		Session 5: Financial Planning and Management	-Financial literacy-retirement benefits	Joan A. Vallespin Financial & Insurance Advisor Manager Infrastructure Services
	10:00- 10:20	20 min	Break		
	10:20-12:00		Session 6: Medical and Psychological Needs of Adults	-Health Issues -Psychological Issues -Medical Tips -Proper Nutrition	Dr. Realina Hicap Medical Officer III Batanes General Hospital
	12:00 – 1:00	60 mins	Lunch break		
	1:00- 3:00	120 min	Session 7: Proper Exercise and its benefits	-Exercise good for Seniors and their benefits	Aldon Cariaso HEPO III Batanes General Hospital
	3:00- 3:20	20 min	Break		
	3:20- 4:00	40 min	Clearing House of Ideas		Virginia A. Vinalay AO V Esperanza B. Ereful AO IV
	4:00- 5:00		Closing Program Home Sweet Home		Esperanza B. Ereful