



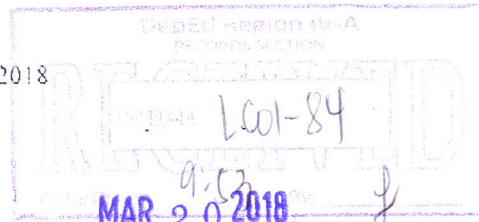
Department of Education

Office of the Undersecretary for Finance
Disbursements and Accounting

March 6, 2018

MEMORANDUM

TO: THE REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENT
DEPED REGION IV-A & NCR



Thanks,
Ann
3-20-18

URGENT!
All SDS:
For your information & appropriate action, plz.
Kindly submit names of two (2) participants to admin.catabarzan@deped.gov.ph.

In response to Memorandum Circular No. 25, 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 Department of Education through the Employee Welfare Division (EWD), Bureau of Human Resource and Organizational Development (BHROD) will conduct the seminar on Pre-Retirement Innovations and Options for Result (PRIOR) on April 23-27, 2018.

The seminar aims to equip the prospective retirees from regional and division offices, with additional knowledge and skills to enhance their capabilities in activities that can be useful for them after retirement. The activity will also provide continuing opportunities for advancement by helping discover innovations and options that will sustain them physically, psychologically, socially and financially.

Target participants to this activity are officials and non-teaching employees in Region IV-A and NCR who are due for retirement whether compulsory or optional, within the next two (2) years. Each division office and regional office is entitled to two (2) participants. In case a division will not be able to send two (2) participants, the slots allotted will be given to other divisions which have more than two retirees. The regional office shall coordinate with the concerned division offices with regard to this concern and prepare the final list of participants.

Expenses to be incurred shall be charged against the CO-GASS, subject to the usual accounting and auditing rules and regulations. These expenses shall include board and lodging, supplies and other materials, training kits, communications, honoraria for resource speakers, contingency, travel expenses of the resource speakers, facilitators, secretariat and staff from the Central Office. Travel expenses of participants shall be charged against their respective local funds.

The final list of participants must be submitted by the Regional Office to the Employee Welfare Division (EWD) c/o Ms. Eugenia M. Tuliao at telefax No. 6337229 on or before March 20, 2018. Walk-in participants will not be accommodated due to the limited budget.

Your attention on this matter is highly appreciated.

Thank you.

VICTORIA L. M. CATIBOG
Undersecretary