




Republic of the Philippines  
**Department of Education**  
DIVISION OF MISAMIS ORIENTAL

**MEMORANDUM**

No. 604, series 2018

TO : **Public Schools District Supervisors**  
**Teaching and Non-Teaching Personnel**  
**Others Concerned**  
This Division

FROM :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT : **CALL FOR PARTICIPANTS FOR THE 2019 MANAGEMENT OF THE TRANSITION STAGE OF LIFE: A PRE-RETIREMENT SEMINAR AND WELLNESS CAMP**

DATE : October 14, 2019

1. To prepare the employees for retirement from the government service and even life after retirement, this Division through the Schools Governance and Operations Division - Human Resource Development Unit, will conduct an activity entitled "**Management of the Transition Stage of Life: A Pre-Retirement Seminar and Wellness Camp**" tentatively on **November 20, 21 and 22, 2018**. The venue is to be arranged.
2. In connection, the Human Resource Development Unit of this Division is requesting Field Offices through the Office of the Public Schools District Supervisors to submit names of soon-to- retire teaching and non-teaching employees who meet the following criteria:
  - A. Must be 60-65 years old.
  - B. Have NOT attended any Pre-Retirement Seminar and Wellness Camp conducted by the Division Office in the previous years.
3. It is important that the abovementioned criteria are met to avoid duplication of participants who joined in the previous years. Deadline of submission is on **October 25, 2019**. There are only **35 slots available**, and inclusion to the training will be on a **first come, first serve basis**.
4. A softcopy may be sent via email through Eman A. Lachica, EPS II HRD ([eman.lachica@deped.gov.ph](mailto:eman.lachica@deped.gov.ph)) or Irish Karylle D. Monte, SEPS HRD ([irishkarylle.monte@deped.gov.ph](mailto:irishkarylle.monte@deped.gov.ph)), Subject: PARTICIPANTS FOR THE PRE-RETIREMENT SEMINAR AND WELLNESS CAMP following the format;



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District: \_\_\_\_\_

School	Complete Name	Position	Birthdate

5. Immediate and wide dissemination of this Memorandum is desired.

RBT/rom/IKM

Reference : DepEd Memorandum No. 36, s. 2010  
Enclosure : None

To be indicated in Perpetual Index  
under the following subjects:

EMPLOYEE WELFARE  
EMPLOYEES  
RETIREMENT