

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Pasig, Metro Manila

November 28, 1994

DECS O R D E R  
No. 81, s. 1994

PRE-RETIREMENT INNOVATIONS AND OPTIONS  
FOR RESULTS (PRIOR)

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Directors of Services/Centers and Heads of Units  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. This is in response to the Civil Service Commission's mandate under MC No. 23, s. 1993 providing continuing opportunities for advancement not only to new recruits but also for officials and employees who opt to retire soon from the government service. This is envisioned to help participants discover innovations and options that will sustain them physically, mentally, socially and financially after living an active life.
2. In view hereof, all concerned are enjoined to design, implement and evaluate in-service training and development programs to ensure that officials and employees in their respective region/division/school who are planning to retire shall have undertaken a Pre-Retirement Course, 1-2 years prior to their retirement.
3. A copy of suggested schedule of activities including the course content is inclosed.
4. Immediate dissemination of this Order is desired and shall take effect immediately.

(SGD.) RICARDO T. GLORIA  
Secretary

Incl.: As stated  
Reference: None  
Allotment: 1-2-3--(M. O. 1-87)  
To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
EMPLOYEES  
OFFICIALS

RETIREMENT  
TRAINING PROGRAMS

CIVIL SERVICE COMMISSION  
(Komisyon ng Serbisyo Sibil)  
Quezon City

MC No. 23, s. 1993

MEMORANDUM CIRCULAR

To : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE  
NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-  
OWNED AND CONTROLLED CORPORATIONS

Subject : Enjoining Agencies in the Adoption of the Pre-  
Retirement Program for Government Officials/Employees  
As Well As Its Conduct

The provisions of Executive Order No. 292 entitled Career and Personnel Development state that "each department, agency or local government unit shall design, implement and evaluate in-service training and development programs solely or in coordination with the Commission and/or other government agencies and institutions."

This is in response to the Commission's mandate of providing continuing opportunities for advancement not only to new recruits but also for officials and employees who opt to retire soon from the government service. This is envisioned to help participants discover innovations and options that will sustain them physically, mentally, socially and financially after living an active life.

In view hereof, you are enjoined to ensure that officials and employees in your agency who are planning to retire shall have undertaken a Pre-Retirement Course 1-2 years prior to their retirement.

For compliance.

(Sgd.) PATRICIA A. STO. TOMAS  
Chairman

May 25, 1993

## A MODEL DESIGN

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### Pre-Retirement Innovations and Options for Results (PRIOR)

**RATIONALE.** The field of human resource development has grown steadily throughout the years. Alongside this development, the Civil Service Commission has undertaken parallel activities in the field of human development. This is in response to the Commission's mandate of providing continuing opportunities not only to new recruits but also for officials and employees who opt to retire soon from the government service.

Retirement is the start of a new kind of recognition, participation or satisfaction. It requires planning ahead to eliminate serious financial and adjustment problems to sustain the zest for life in a manner which is comfortable and fitting for retirees and their respective families.

In recognizing the increasing need for continuous development of the knowledge and skills of the workforce as essential to organizational success and individual employee achievement until he reaches the retirement age, the Employees Welfare and Benefits Division of the Human Resource Development Service envisions to expose the candidate-retiree to innovations and options 1-2 years before their formal exit from government service.

This eight-days morning session of the overall Program is a model designed in response to such needs. The Program envisions to provide participants the needed awareness, the positive mental awareness, processes, procedures, gratuity and terminal leave computations, financial options and other financial assistance in the different parts of this program.

**OBJECTIVES.** The general objective of the program is to enable participants to increase knowledge, skills and abilities in pursuing a happy retirement life.

More specifically, the program aims to:

1. Illustrate the importance of having a positive mental attitude towards retirement;
2. Discuss the steps in retirement planning;
3. Explain and analyze the retirement laws, policies, rules and procedures and other legal issuances concerning retirement to enrich the participant's understanding;
4. Identify options that sustain one's physical and spiritual well-being, highlight strengths, and reduce weaknesses in his personal entrepreneurial potential;
5. Discuss the role of small and medium enterprises in national development;

6. Explain basic management skills necessary to operate business and propose creative solutions to actual business problems;

7. Discuss effective negotiating strategies and assertive skills; and

8. Prepare a basic business plan for a possible venture and a list of personal and business contacts.

CONTENTS. The Pre-Retirement Program model covers four major parts :

1. Appreciation of the importance of active mental attitude about retirement and staying fit and healthy.

2. Overview on retirement benefits, retirement laws, policies, issuances, GSIS retirement document procedures, processes, terminal leave and other requirements for retirement.

3. Enterprise planning and management options for retirees and networking for government financial assistance and discussions on various income generating alternative to augment retirees income.

4. Preparation of business plan and networking.

METHODOLOGY. The Program will utilize lecture-discussions, case analysis, workshops and open forum with emphasis on practical applications, individual exercises, structured learning experiences (SLEs) and field trips in at least 3 successful small business enterprises.

TARGET PARTICIPANTS. This Program is open to all Central/Regional employees who contemplate to retire in one to two years.

DURATION. It will run for eight-days (A.M. only) from 8:00 to 12:00 noon with a total of thirty-two training hours.

ACCREDITATION. Participants will be awarded a certificate of training upon completion of the Program.

EVALUATION. To determine the effectiveness of the Program, a questionnaire will be administered at the end of the course to find out its effectiveness and usefulness to prospective retirees.

## SUGGESTED SCHEDULE OF ACTIVITIES

<u>DAY</u>	<u>TIME</u>	<u>ACTIVITY</u>	<u>METHODOLOGY</u>
Day 1			
	8:00 - 9:00	- Registration - Opening Program - Leveling of Expectations	Workshop
	9:00 - 10:00	- Approaches to Retirement - Positive Mental Attitude Towards Retirement	Lecture- Discussion
	10:00 - 10:15	- SNACKS	
	10:15 - 12:00	- Planning and Preparation	Workshop
Day 2			
	8:00 - 10:00	- Proper Physical Exercises - Nutrition - Medical Tips	Lecture- Discussion Actual- Demonstration Individual- Exercises
	10:00 - 10:15	- SNACKS	
	10:15 - 12:00	- Overview on Retirement Laws, Policies, Rules, Procedures and Other Issuances	Lecture- Discussion
Day 3			
	8:00 - 10:00	- GSIS Retirement Benefits and the Basic Requirements under CA 136. RAs 660, 1616, 4898, PDs 1146 & 1147	Lecture- Discussion Case-Workshop
	10:00 - 10:15	- SNACKS	
	10:15 - 12:00	- Other Retirement Benefits - Terminal Leave - Total Accumulated Values	Lecture- Discussion Individual- Exercises Lecture- Workshop
DAY 4			
	8:00 - 10:00	- Enterprise Planning and Management - Lending Program/Money Time Deposit Schemes through government banks (DBP, LBP, PNB)	Lecture- Discussion Lecture- Discussion

10:00 - 10:15 - SNACKS  
10:15 - 12:00 - Animal Husbandry/  
Livestock and Poultry  
Raising (BAI, DA, TLRC)      Lecture-  
Discussion

Day 5

8:00 - 9:00 - Livelihood Programs  
(TLRC)      Lecture-  
Discussion  
9:00 - 10:00 - Medicinal (DOH) and  
Ornamental (BPI) Plants  
Propagation      Lecture-  
Discussion  
10:00 - 10:15 - SNACKS  
10:15 - 11:15 - Handicrafts (DTI,  
TLRC)      Actual Demo.  
11:15 - 12:00 - Retail Store Management      Lecture-  
Discussion

Day 6

8:00 - 10:00 - Field Trips to 3 Successful  
Small-Scale Enterprises  
10:00 - 10:15 - SNACKS  
10:15 - 12:00 - Continuation

Day 7

8:00 - 10:00 - Preparation of Business  
Plans/Options      Workshop  
10:00 - 10:15 - SNACKS  
10:15 - 12:00 - Presentation and Critiquing  
of Group/Individual Plans

Day 8

8:00 - 10:00 - Submission of questionnaire  
with answers for purposes of  
evaluation  
10:00 - 10:15 - SNACKS  
10:15 - 12:00 - CLOSING CEREMONY