



FEB 0 1 2010

DepEd MEMORANDUM
 No. **36**, s. 2010

SEMINAR ON PRE-RETIREMENT INNOVATIONS
 AND OPTIONS FOR RESULTS (PRIOR)

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Regional Directors
 Schools Division/City Superintendents
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. In response to Memorandum Circular No. 23, 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 (DepEd) through the Employees Welfare and Benefits Division (EWBD), in coordination with the Staff Development Division, Human Resource and Development Service (HRDS), will conduct a series of seminars entitled **Seminar on Pre-Retirement Innovations and Options for Results (PRIOR)**.

2. Generally, the seminar aims to equip the prospective retirees of the DepEd Central Office and among the non-teaching personnel in the regional and division offices, with additional knowledge and skills to enhance their capabilities in activities that can be useful for them after their services in the government have been terminated. The activity will also provide them with continuing opportunities for advancement by helping them discover innovations and options that will sustain them physically, psychologically, socially and financially in their retirement life.

3. The PRIOR seminar will be conducted in regional clusters. The first series will be conducted for participants from the Central Office, Regions VII, IX, XI, X, XII and Caraga on the following dates and venues:

Region	Dates	Venue
Central Office	July 5-7, 2010	Tagaytay City
VII, IX and XI	July 12-14, 2010	Davao City
X, XII and Caraga	July 19-21, 2010	Butuan City

The seminar workshop for other regions shall be scheduled upon the availability of funds.

4. Target participants to this activity are officials and non-teaching employees in the Central Office, Regional and Division Offices who are due for retirement, whether compulsory or optional, within the next two years. Each division office shall be entitled to two (2) participants while each regional office shall have one (1) participant.



5. Resource speakers shall come from the DepEd, Department of Health (DOH), Landbank of the Philippines (LBP), Government Service and Insurance System (GSIS), Technology and Livelihood Resource Center (TLRC) and the private sector. Facilitators and support staff shall be provided by the EWBD and other offices in the Central Office.

6. Expenses to be incurred shall be charged against the HRTD Funds (CY 2010), subject to the usual accounting and auditing rules and regulations. These expenses shall include board and lodging, supplies and other materials, training kits, communication, honorarium for resource speakers, facilitators and secretariat staff, contingency and other incidental expenses and travel expenses of the resource speakers and facilitators and staff from the Central Office. On the other hand, travel expenses of participants shall be charged against their respective local funds.

7. Enclosed is the schedule of activities for the seminar.

8. The names of the participants must be submitted to the Employees Welfare and Benefits Division (EWBD), DepEd Central Office, Meralco Avenue, Pasig City at telefax no.: (02) 633-72-29.

8. Immediate dissemination of this Memorandum is desired.

U. P. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.:

As stated

Reference:

Office Memorandum dated May 23, 2007

Allotment: 1—(D.O. 50-97)

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

RETIREMENT
SEMINARS

Sally: seminar on pre-retirement (PRIOR)
January 13, 2010

SEMINAR ON PRE-RETIREMENT INNOVATIONS AND OPTIONS FOR RESULTS (PRIOR)

PROGRAM OF ACTIVITIES

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge / Resource Speaker
Day 0			
4:00 - 6:00	Arrival / Registration		
7:00	Dinner		
Day 1			
6:30 - 8:00	Breakfast		
9:00 - 10:00	Opening Program		
10:00 - 10:15	Break		
10:15 - 12:00	The Challenge of Retirement	> The Need to Prepare > The Need to Adjust > Community Service	> Retired DepED Official/ Employee
12:00 - 1:30	Lunch Break		
1:30 - 3:00	Leisure and Managing Change		> <i>Speaker on Change Management</i>
3:00 - 6:00	Medical and Physiological Needs of Adults	> Health Issues > Psychological Issues > Medical Tips > Proper Nutrition	> DOH
	<i>(Working Break)</i>		
7:00 p.m.	Dinner		
Day 2			
7:00 - 8:00	Breakfast		
8:30 - 9:00	Recap		
9:00 - 10:00	Other Retirement Benefits	> Terminal Leave > Total Accumulated Value > Computation of Retirement Benefits	> DepED Personnel Division

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge / Resource Speaker
10:00 - 10:30	Break		
10:30 - 12:00	The GSIS and the Retiree	<ul style="list-style-type: none"> > GSIS Retirement Options > GSIS Retirement Procedures, Requirements and Benefits 	> GSIS
12:00 - 1:30	Lunch		
1:30 - 4:00	Financial Planning and Management; Investment	<ul style="list-style-type: none"> > Analyze finances and project financial needs in retirement > Review investment essentials and investment options > Review asset allocation models > How to find the right investment mix 	> Landbank
	<i>(Working Break)</i>		
4:00 - 6:00	Estate Planning and Legal Affairs	> Highlights the importance of having one's legal affairs in order and preserving family wealth	> <i>Legal officer</i>
Day 3			
7:00 - 8:00	Breakfast		
8:30 - 9:00	Recap		
9:00 - 10:30	Proper Exercise and Its Benefits		> PFWRO
	<i>(Working Break)</i>		
10:00 - 12:00	Approach to Small/Medium Scale Business/Industries	<ul style="list-style-type: none"> > How to start and manage a business > Problems that may be encountered and possible solutions 	> TLRC / Private Sector
12:00 - 1:30	Lunch		
1:30 - 5:30	Examples of Small /Medium Scale Business/Industries	> Practicum - Perfume Making, Soap Making, Cosmetics and Skin Care Products, Candle Making, Food Preparation, etc.)	> TLRC / Private Sector

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge / Resource Speaker
	<i>(Working Break)</i>		
5:30 - 6:30	Closing Program		
7:00	Dinner		
Day 4 -			
7:00 - 8:00	Breakfast		
8:00	Departure		