



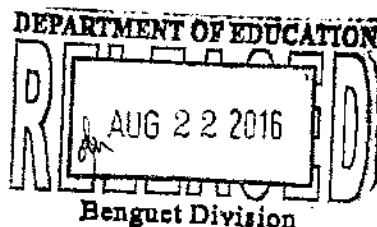
Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BENGUET**  
Stockfarm, Wangal, La Trinidad, Benguet, 2601  
Tel/Fax No.: (074) 422-6570; 422-2001



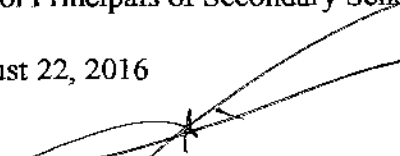
**DIVISION MEMORANDUM**

No. 1454-2016

TO: All Concerned SDO Personnel  
Public Schools District Supervisors  
School Principals of Secondary Schools



DATE: August 22, 2016

FROM:  **FEDERICO P. MARTIN, Ed. D., CESO VI**  
Schools Division Superintendent

SUBJECT: **PRE-RETIREMENT ORIENTATION-SEMINAR**

1. Pursuant to MC No. 23, s. 1993, entitled: "Enjoining Agencies in the Adoption of The Pre-Retirement Program for Government Officials/Employees As Well As It's Conduct", the SDO of Benguet is pleased to conduct the first ever activity, dubbed as "Pre-Retirement Innovations And Options for Results (PRIOR)" orientation-seminar on September 9, 2016 at Calajo Restaurant Function Hall, K.M. 6, Betag, La Trinidad, Benguet. Registration starts at 7:30 A. M.
2. At the end of the orientation-seminar, the participants should be able to:
  - 2.1. Understand the rationale behind the retirement programs of the Civil Service Commission.
    - a. Pre-retirement
      1. Steps in retirement planning
      2. Importance of having a positive mental and emotional attitude towards retirement and staying fit and healthy
      3. Programs to sustain one's physical and spiritual well-being and highlight strengths and reduce weaknesses in one's personal entrepreneurial potentials
    - b. Livelihood Skills Development Program
      1. Basic management skills necessary to operate business and creative solutions to actual business problems
      2. Scheme for financial/livelihood management
  - 2.2. Build up self-esteem, enhanced positive behavior and have fun while enriching one's self
3. The participants are indicated on enclosure "A" who were prioritized based on PSIPOP, contemplating to retire at least three (3) years prior to mandatory retirement.
4. Two snacks and one lunch shall be charged to SDO Inset Funds, while travelling and other incidental expenses incurred in attending the orientation shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
5. Dissemination of this Memo to all concerned to ensure attendance of all selected participants is highly enjoined.

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

PRE-RETIREMENT

ORIENTATION

OFFICIALS/EMPLOYEES

~~Asst/HR/Personnel~~

**LIST OF PARTICIPANTS TO THE PRE-RETIREMENT SEMINAR  
(AT LEAST 3 YEARS PRIOR TO MANDATORY RETIREMENT)**

**1953 and 1954**

**Annex "A"**

NAME/POSITION	DISTRICT	SEX
1. SYLVIA J. RIMBAN-EPS	SDO	F
2. MILA T. CALIGING- EPS	SDO	F
3. LOYDA B. COILAN-Accountant III	SDO	F
4. AIDA A. PAPLONOT- MT II	Bakun	F
5. ELENA L. TANAS-SP II	Sablan	F
6. LOURDES B. BATCHI-MT II	Mankayan	F
7. ANITA B. BUAYAN, NURSE II	SDO	F
8. ANNIE L. BASILIO-SP I	Tuba	F
9. DENNIS E. PISTULA- SP I	Sablan	M
10. ERENIE P. BELA-O- SP I	Buguias	F
11. CONCEPCION B. VIRAY-SP I	Kibungan	F
12. ROSA P. ORGANO- MT I	Buguias	F
13. JOVITA S. SANTOS- MT I	Itogon	F
14. JULIA L. CABINTOS-MT I	Itogon I	F
15. CONSTANCIA B. POCLIS- MT I	La Trinidad	F
16. JOHN D. AQUISION-HT III	Mankayan	M
17. SEGUNDINO M. BOLIDE- HT II	Itogon I	M
18. ROSITA E. ABANCE- T III	Kibungan	F
19. LETICIA F. LOCANO - TIII	Mankayan	F
20. MENIA C. TACIO- TIII	Atok	F
21. DIOLA P. GAVINO-TIII	Buguias	F
22. THOMASA A. SALAMO- T III	Bokod	F
23. JOSEFA P. DULAWAN- T III	Buguias	F
24. MASA W. BUGTONG- T III	Bakun	F
25. NANCY K. BULOS - T III	Kapangan	F
26. ELIZABETH F. FABA-AN- T III	La Trinidad	F
27. JULIE P. ESTANGKI- T III	Mankayan	F
28. JUANA D. SOLTERO- T III	Sablan	F
29. IRENE LILY C. GAVINO- TIII	La Trinidad	F
30. JULIA B. GABAT- TIII	La Trinidad	F
31. ESTHER G. RIVERA-SP III	La Trinidad	F
32. JULIANA K. INGTITAN-SP I	Binga NHS	F
33. EMILIA P. CAMODAG-T III	Ampusongan NHS	F
34. MARIA P. RUFINO-T III	Ampusongan NHS	F
35. RAYMUNDA A. FELIPE-SP IV	Tuba NHS	F
36. LUMINIO B. DAMPILAG-MT I	Benguet NHS	M
37. FLORENCIO M. GUMATAY, Sr.- TIII	Binga NHS	M
38. ROBERT P. NAISOD- Sec. Guard I	Kamora NHS	M
39. BENITA M. GUINGABAN-MT I	Kibungan NHS	F
40. ANDRES F. DECSI, Jr. - AO I (Cashier)	Kibungan NHS	M
41. PABLO A. KHAYOG Jr. -SP IV	AMPMNHS	M
42. BELINA A. ANTONIO-T III	Sinipsip NHS	F
43. LINSO L. BALAGSA-HT VI	TSHI	M
44. WILLIS C. NGADE-SP I	Twin Peaks NHS	M
45. WASEN P. BERNABE -MT I	GBDAIS	M