



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

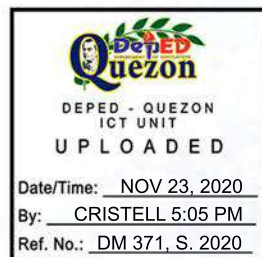
23 November 2020

DIVISION MEMORANDUM
DM No. 371, s. 2020

INVITATION TO THE WEBINAR FOR SENIOR CITIZEN EMPLOYEES AND PROSPECTIVE RETIREES OF THE DEPARTMENT OF EDUCATION

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialists, Public Schools District Supervisors, Elementary and Secondary Schools Heads, Teachers, and All Concerned

1. With reference to the **DM-PHRODFO-2020-00400** regarding the Invitation to the Webinar for Senior Citizen Employees and Prospective Retirees of the Department of Education, this Office through the Human Resource Training and Development announces that Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) will conduct a **Holistic Wellnes and Pre-Retirement Webinar for DepEd Senior Citizen Employees and Prospective Retirees** with the theme: "Healthy Aging and Retirement Transition (HeART)".
2. For the schedule and further instructions, please see the attached Memorandum.
3. Immediate dissemination of this Memorandum is highly desired



ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

hrdmv11/23/2020

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Quezon SDS OFFICE RECEIVED Date/Time: NOV 17 2020 By: [Signature]

MEMORANDUM DM-PHRODFO-2020-00400

Quezon SGOD RECEIVED NOV 17 2020 Date/Time: By: [Signature]

FOR : Undersecretaries Assistant Secretaries Bureau/Service Directors Regional Directors Schools Division Superintendents Heads of Schools and Offices All Others Concerned

FROM : JESUS L.R. MATEO Undersecretary for Planning and HROD

Quezon ASIS OFFICE RECEIVED Date/Time: 11/17/20 By: [Signature]

SUBJECT : Invitation to the Webinar for Senior Citizen Employees and Prospective Retirees of the Department of Education

DATE : November 9, 2020

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, and to Republic Act No. 9994, Rule V, Expanded Senior Citizens Act of 2010, the Department of Education through the Bureau of Human Resource and Organizational Development -Employee Welfare Division (BHROD-EWD), will conduct a Holistic Wellness and Pre-Retirement Webinar for DepEd Senior Citizen employees and Prospective Retirees with the theme: "Healthy Aging and Retirement Transition (HeART)" on November 25-27, 2020 via MS Teams.

The webinar aims to equip the senior citizen employees and prospective retirees of the DepEd with additional knowledge and skills to enhance their capabilities in activities that can be useful for them on their senior years and/or after retirement. The activity will also provide continuing opportunities for advancement by helping them to discover innovations and options that will sustain them physically, psychologically, socially and financially.

DepEd employees, regardless of employment status, ages 55 years old and above are encouraged and invited to participate in this webinar.

Participants are requested to secure the necessary authority to participate in the webinar to pre-register through this link - bit.ly/Reg_HEART or fill out and submit the pre-registration

form (annex A) to bhrod.ewd@deped.gov.ph. Please note that the webinar platform has a maximum limit of 250 participants only. Only the first 250 registrants will be accommodated. Expenses to be incurred by the participants for attending this webinar shall be charged against the local/office fund, subject to the usual accounting and auditing rules and regulations.

For more information, contact **Ms. Marge Latosa**, BHROD-EWD through mobile number 0908-3159960 or email bhrod.ewd@deped.gov.ph.

[BHROD-EWD/Latosaj

ANNEX A

REGISTRATION FORM

"HeART: Healthy Aging and Retirement Transition"

November 25-27, 2020

Hello there!

Thank you for showing interest in joining the Webinar for Senior Citizen Employees and Prospective Retirees entitled, "HeART: Healthy Aging and Retirement Transition"! This is a free webinar through the initiative of the Bureau of Human Resource and Organizational Development-Employee Welfare Division.

Kindly answer this form in order to register your participation in this activity. Rest assured, your information will remain confidential, and to be used only for the purposes of this activity.

Maraming salamat po.

I - PERSONAL INFORMATION:

The Department of Education recognize its responsibility under the Republic Act No. 10173 (Act), also known as the Data Privacy Act of 2012, with respect to the data they collect, record, organize, update, use, consolidate or destruct from their personnel. The personal data obtained from this form is entered and stored within the organization's authorized information and communications system and will only be accessed by an authorized personnel. The organizational team has instituted appropriate organizational, technical and physical security measures to ensure the protection of personal data.

Furthermore, the information collected and stored in the portal shall only be used for the purposes of this activity. DepEd shall not disclose any personal information without consent and shall retain this information over a period of ten years for the effective implementation and management of its activities.

Name (First Name, Middle Initial, Last Name: _____

Age: _____

Region: _____ Division: _____ Office/Unit: _____

Designation: _____

Email: _____ Mobile #: _____

[BHRD-EWD/Latosal]

II - SURVEY QUESTIONS:

1. How many years have you been working? _____
2. What is your target retirement age? _____
3. Please rank your concerns (1 as your primary concern; 5 as your least concern):
 Health
 Savings/Financial Stability
 Isolation/Loneliness
 Not having enough to do (Social relevance)
 Relationship Challenges
4. What are your income sources (Please check all appropriate items):
 Investments
 Pension
 Employment/Salary
 Part time work
 Children/Support from family members
5. Do you have a retirement fund/savings? _____
6. What is/are your favorite activities? (Please check all that applies)
 Sports/Fitness
 Travel
 Gardening/Planting
 Reading/Writing
 Socialization/attending events
 Family
 Volunteer work
 Food
 Others (please specify) _____
7. In a scale of 1-5 where 5 is the highest and 1 is the lowest, how do you rate your overall happiness? _____
8. What is your primary health concern? _____
9. Do you have any other questions in terms of senior citizen/retirees' physical, mental, social, emotional, spiritual concerns? _____

Note: Webinar link will be sent to your registered email and contact number a day before the webinar.

Thank you.

[BHROD-EWD/Latosa]

Annex B - Program Design

HeART: Healthy Aging and Retirement Transition

Platform: MS Teams

Date: November 25-27, 2020

| DAY 1 | ACTIVITIES |
|---------|--|
| 8:00am | National Anthem Opening Prayer Welcome Message |
| 8:15am | Expectations Setting and Objectives/Introduction |
| 8:30am | Session 1: Emotional Wellness <i>(Preparing for senior years and retirement: How to manage and adapt to changes)</i> Q&A |
| 10:00am | Break |
| 10:15am | Session 2: Physical Wellness <i>(Nutrition and Fitness for Seniors)</i> Q&A |
| 12nn | End of Day 1 |
| DAY 2 | ACTIVITIES |
| 8:00am | MOL |
| 8:30am | Session 3: Financial Wellness <i>(Retirement Planning)</i> Q&A |
| 10:00am | Break |
| 10:15am | Session 4: Social Wellness <i>(Planting 101: How to grow plant from kitchen scraps)</i> Q&A |
| 12nn | End of Day 2 |
| DAY 3 | ACTIVITIES |
| 8:00am | Session 5: Intellectual Wellness <i>(Senior Citizen Benefits and Estate Planning)</i> Q&A |
| 9:00am | Session 6: GSIS Benefits for retirees Q&A |
| 10:00am | Break |
| 10:15am | Session 7: Retirement Benefits <i>(Terminal Leave, etc)</i> Q&A |
| 11:15am | Session 8: Spiritual Wellness <i>(Testimony of a retired DepEd personnel)</i> Synthesis and Closing Remarks |
| 12nn | End of Webinar |