



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division  
Superintendent

November 19, 2020

**DIVISION MEMORANDUM**

NO. 204, s. 2020

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

To: Assistant Schools Division Superintendents  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. As per Memorandum DM-PHRODFO-2020-00400, 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 Citizens Employees and Prospective Retirees with the theme: "Healthy Aging and Retirement Transition (HeART)" on November 25-27, 2020 via MS Teams.
2. This 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.
3. DepEd employees, regardless of employment status, ages 55 years old and above are encouraged and invited to participate in this webinar.
4. Participants are requested to secure the necessary authority to participate the webinar to pre-register through this link – [bit.ly/Reg\\_HEART](https://bit.ly/Reg_HEART)
5. Only the first 250 registrants will be accommodated.
6. Enclosure 1 is the Program Design of the said webinar.
7. Wide and immediate dissemination of this memorandum is desired.

**PORTIA M. MALLORCA, PhD, CESO V**  
Schools Division Superintendent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Enclosure No. 1 to Division Memo No. 204 s. 2020

HeART: Healthy Aging and Retirement Transition  
Platform: MS Teams  
Date: November 25-27, 2020

<b>DAY 1 (November 25, 2020)</b>	<b>ACTIVITIES</b>
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
<b>DAY 2 (November 26, 2020)</b>	<b>ACTIVITIES</b>
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 plants from kitchen scraps)</i>
	Q & A
12:00nn	End of Day 2
<b>DAY 3 (November 27, 2020)</b>	<b>ACTIVITIES</b>
8:00am	Session 5: Intellectual Wellness <i>(Senior Citizen Benefits and Estate Planning)</i>
	Q & A
9:00am	Session 6: GSIS Benefits for retirees
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
12:00nn	End of Webinar



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Republika ng Pilipinas

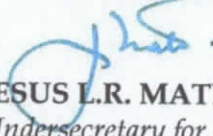
## Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-PHRODFO-2020-00400

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*

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](https://bit.ly/Reg_HEART) or fill out and submit the pre-registration

form (annex A) to [bhrod.ewd@deped.gov.ph](mailto: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](mailto:bhrod.ewd@deped.gov.ph).

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 #: \_\_\_\_\_

**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.

Annex B - Program Design

**HeART: Healthy Aging and Retirement Transition**

Platform: MS Teams

Date: November 25-27, 2020

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