



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



June 19, 2017

DIVISION MEMORANDUM
NO. 387, s. 2017

**SUBMISSION OF NAMES/LIST OF TEACHERS AND NON-TEACHING STAFFS
WHO ARE 59 TO 64 YEARS OLD**

**TO: Assistant Superintendents
Division/Section/Unit Chiefs/Heads
Education Program Supervisors/SEPS/EPS/Coordinators
Public Schools District Supervisors (PSDSs)/OICs
Schools Heads (Elementary/Secondary/Integrated)
All Others Concerned**

1. The Office hereby requires all **Public Schools District Supervisors (PSDSs)/OICs, Section/Division or Unit Heads** to submit the name/s or list/s of **teachers and non-teaching personnel** in their respective units or divisions for the upcoming seminar-workshop regarding retirement benefits, managing financial portfolios/assets or investments, life after retirement and other exit preparation programs for those who are planning to retire from the service.
2. Invited speakers are from **GSIS, Teachers' Bank, CFI, DTI and other financial institutions** who can help future retirees make wise financial decisions after retirement.
3. Please send the needed data via email at v_ybanez@yahoo.com using the MS Excel format (see attached). Sending of incomplete data and multiple email message/s is strictly prohibited. Deadline of submission is on or before **June 30, 2017 (Friday)**.
4. Questions or inquiries as regards to the **2017 Retirement Orientation Program** can be sent directly to **Dr. Victor A. Ybañez (SEPS-HRD)** in the email stipulated in paragraph three (3).
5. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Sample Template (can be converted into a landscape format)

Date

LIST OF TEACHERS/STAFFS WHO ARE 60 TO 64 YEARS OLD
District of _____

Family Name	First Name	Middle Initial	Date of Birth	Age	Years in the Govt. Service	School & Address	Employee's Contact No.
1. Dela Cruz	Juan	V.	1/1/1955	62	15	Dalaguete CES, Dalaguete, Cebu	09678968011

Name of PSDS/Head of Office
Contact/Cellphone No. _____

vay/2017

