



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
REGION III



**SCHOOLS DIVISION OFFICE OF BATAAN**

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November 24, 2020

**DIVISION ADVISORY**

No. 046 s. 2020

To: Public Schools District Supervisor  
Elementary, Secondary and SHS Heads  
All others Concerned

This Office informs that 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.

Attached is a letter from Jesus L.R. Mateo, Undersecretary for Planning and Human resource and Organizational Development, for reference and information.

Wide dissemination of this Advisory to all is desired.

**ROMEO M. ALIP, Ph.D, CESO V**  
Schools Division Superintendent

*In compliance with the DepEd Order No. 8 s. 2013, this Division Advisory is issued not for endorsement per D.O. 28 s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public*

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**"WE MOULD HEROES"**

**VISION**

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

**MISSION**

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

**QUALITY POLICY**

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



**ISO 9001: 2015 CERTIFIED**



Republika ng Pilipinas

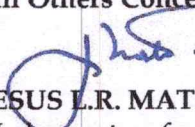
## Department of Education

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).

[BHROD-EWD/Latosa]

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

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