



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 77 s. 2025

PRE- RETIREMENT SEMINAR FOR SDO VIGAN CITY EMPLOYEES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads/OIC of Public Elementary and Secondary Schools

1. In compliance with Memorandum Circular No. 23, s. 1994 issued by the Civil Service Commission, which mandates all government agencies to conduct pre-retirement seminars for their employees, the Schools Division of Vigan City will be conducting a Pre-Retirement Seminar for all SDO Vigan City employees on March 7, 2025, at the SDO Conference Hall.
2. The goal of this activity is to provide participants with valuable insights and practical skills to ensure a fulfilling retirement.
3. It will cover essential topics such as financial management, GSIS and PAG-IBIG benefits, pension protection, and tips for maintaining good health during retirement.
4. Participants are encouraged to bring their own tumblers to support the No Single-Use Plastic Policy and help protect the environment.
5. Please refer to Annexes A and B for the List of Participants and Matrix of the activities respectively.
6. Identified Program Management Team (as per Annex C) are requested to attend the planning session for the upcoming activity on March 5, 2025, at Client Satisfaction Room (CIR) at 9:00 AM.

Widest dissemination of this memorandum is desired.

VILMA D. EDA CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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Annex A- List of Participants

NO	PSIPOP	POSITION TITLE	NAME OF INCUMBENT	AGE THIS YEAR
1	ISNHS-JHS	TEACHER III	NORIEGA, CORAZON ALMO	65
2	ISNHS-JHS	TEACHER III	RAGASA, ROMEO RIBUNAL	64
3	ISNHS-JHS	TEACHER II	EUGENIO, MERLE SALUD	63
4	ELEM	SCHOOL PRINCIPAL III	CASTAÑEDA, MARIE-SOL APANAY	63
5	ISNHS-JHS	COMMUNICATIONS EQUIPMENT OPERATOR III	CADUCIO, RAYMUNDO BENIOLA	62
6	ELEM	SCHOOL PRINCIPAL II	ORGANO, ROSARIO AVILA	62
7	ELEM	TEACHER III	ATUD, OLIVIA MOLINA	62
8	CID	EDUCATION PROGRAM SUPERVISOR	CARDENAS, PELAGIO FLORENDO	61
9	ELEM	TEACHER III	DE PERALTA, OFELIA ALMERO	61
10	ELEM	TEACHER III	SINGSON, LALAINA SALOM	61
11	CID	EDUCATION PROGRAM SUPERVISOR	REGASPI, FELIPA TAISA	61
12	ISNHS-JHS	ACCOUNTANT I	BATIN, EMELITO JOAQUIN	61
13	SHS	TEACHER III	DE CASTRO, CRESENCIA RAPADAS	61
14	ISNHS-JHS	ADMINISTRATIVE OFFICER I	TUGADE, FELICIDAD FLORES	61
15	ELEM	SCHOOL PRINCIPAL I	PUGRAD, LETICIA ARDIENTE	61
16	ISNHS-JHS	TEACHER III	AMAY, YOLANDA MADRIAGA	60
17	ISNHS-JHS	HEAD TEACHER VI	OBRERO, JOSEPH QUINTINITA	60
18	ELEM	MASTER TEACHER II	TABORDA, JULIET BUENAVISTA	60
19	ELEM	TEACHER III	INES, MARIE PAZ RABOY	60
20	ISNHS-JHS	TEACHER III	BALCOBERO, ROSEMARIE RIVETA	60
21	ISNHS-JHS	TEACHER III	MARTINEZ, REMEDIOS MANZANO	60
22	ISNHS-JHS	TEACHER III	SANCHEZ, MARLENE MAGPALI	60
23	ISNHS-JHS	TEACHER III	AGSAULLO, MARICHU FLORENDO	60
24	OSDS	ADMINISTRATIVE AIDE I	DASUGO, MARCOS PAJARILLO	60
25	ISNHS-JHS	TEACHER II	RACCA, EDGAR AMANO	60
26	VNHSE	TEACHER III	ROCA, LUCRECIA ALBALOS	60
27	ELEM	TEACHER III	ARELLANO, MELBI AMBACAN	60
28	ELEM	TEACHER III	ABANG, AGNES CACERES	59
29	ISNHS-JHS	MASTER TEACHER II	AVILA, ESTELA QUITORIANO	59
30	ISNHS-JHS	HEAD TEACHER VI	AQUINO, ELOISA BUMANGLAG	59



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31	ELEM	MASTER TEACHER I	ALCAIN, EVANGELINE PAREL	59
32	ELEM	MASTER TEACHER I	ABERO, HELCONIDA PAGALANAN	59
33	ISNHS-JHS	TEACHER III	DARANG, JEDIDAH QUILANA	59
34	ISNHS-JHS	MASTER TEACHER I	APORONGAO, ZIMADAR PAZ	59
35	ELEM	TEACHER I	MANGOBA, AGNES	59
36	ELEM	TEACHER III	RACELES, MA PERPETUA ALMACHAR	59
37	ISNHS-JHS	WATCHMAN I	ALIBIN, RUBEN RAGASA	59
38	ISNHS-JHS	GUIDANCE COORDINATOR III	ADCAPAN, NADIA MARIE ACYAPAT	59
39	ISNHS-JHS	TEACHER II	GUIMANGAL, COSMEDINE RAGUCOS	59
40	ELEM	TEACHER III	VALERIO, THELMA AYCO	59
41	ISNHS-JHS	MASTER TEACHER II	ANTIPORDA, MA. TERESA TAUNAN	59
42	ISNHS-JHS	TEACHER III	PURUGGANAN, AVELINA AGAPINAN	58
43	ISNHS-JHS	TEACHER III	ALBALOS, MA. ISABEL SANIDAD	58
44	ELEM	TEACHER III	LIM, LUDOVINA DE PERALTA	58
45	ELEM	MASTER TEACHER I	BARRIOS, MARILOU PONCE	58
46	ELEM	MASTER TEACHER I	CHAN, VERONICA RACHO	58
47	ELEM	TEACHER III	SUMAGUINA, ROWENA RAFANAN	58
48	OSDS	ADMINISTRATIVE AIDE I	CASTAÑEDA, GAUDENCIO CABALBAL	58
49	ISNHS-JHS	TEACHER III	REBOROSO, CATHERINE GABRIELA TABBOGA	58
50	ELEM	TEACHER III	BILLONES, ESPERANZA AMANO	58
51	ELEM	TEACHER III	ALCONES, ROSALIA REONAL	58
52	ELEM	TEACHER III	ABLOG, MERCY AGUIMBAG	58
53	ISNHS-JHS	TEACHER III	CORTEZ, LIBERITA RACSA	58
54	SHS	TEACHER II	RABENA, LILIA GALAMGAM	58
55	ISNHS-JHS	TEACHER III	GALEON, JULIET RAFANAN	58



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Annex B: PROGRAM OF ACTIVITIES

**PRE-RETIREMENT SEMINAR AND SESSION (PRESS) FOR SDO
 VIGAN CITY EMPLOYEES
 March 7, 2025
 SDO Conference Hall**

Time	Activity	
8:30-9:00 A.M.	Singing of the National Anthem	AVP
	Prayer	AVP
	Opening Remarks	ANNIE D. PAGDILAO, CESO VI Assistant Schools Division Superintendent
	Acknowledgement of Participants	MODERATOR
	Presentation of Objectives of the activity	GREATEST YENG C. MOLINA Administrative Officer IV
	Message	VILMA D. EDA, CESO V Schools Division Superintendent
9:00-10:00 A.M	Session 1: GSIS retirement document procedures, processes, terminal leave and other retirement benefits	GSIS Representatives
10:00-10:15 A.M	Health Break	
10:15-11:00 A.M	Continuation of Session 1	GSIS Representatives
11:00-12:00 NN	Session 2: How to avoid fraud and scams	Cherry Joy D. Garma Senior Education Program Specialist
LUNCH BREAK		
1:00-2:30 PM	Session 3: Personal Financial Management	Financial Advisor
2:30-3:30 PM	Session 4: Importance of active mental attitude towards retirement and staying fit and healthy	Dr. Arlyn Batulan, Medical Officer III Maria Korynne Taborda, Nurse II
3:30-3:45	Health Break	
3:45-4:30 PM	Open Forum	
4:30-5:00 PM	Awarding of Certificate of Recognition to Speakers	ATTY. KIM TAGORDA Administrative Officer V
	Awarding of Certificate of Participation	
	Closing Remarks	

Moderator: Vince Jude Rosales
 Administrative Assistant III
 Secretariat/s: Nicole Arce, ADAS III
 Mark Jason Raboy, ADA VI



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Annex C- Program Management Team

Name	Position	Designation
Vilma D. Eda, CESO V	Schools Division Superintendent	Consultant
Annie D. Pagdilao	Assistant Schools Division Superintendent	Consultant
Atty. Kim R. Tagorda	Administrative Officer V	Program Manager
Greatest Yeng C. Molina	Administrative Officer IV	Program Owner
Nicole Arce	Administrative Assistant III	Secretariat
Mark Jason Raboy	Administrative Aide VI	Secretariat
Maria Korynne Taborda	Nurse II	Welfare Officer
Vince Jude Rosales	Administrative Assistant III	Emcee
Lloyd Ancheta	Administrative Assistant III	Documenter



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