



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

Effectivity Date 08/05/2021  
Revision No. 01  
DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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DIVISION MEMORANDUM  
No. 531, s. 2021

**PROJECT iSERVE (INSTITUTIONALIZING SUPPORT FOR EXIT, RESKILLING AND VALUING EXCEPTIONAL RETIREES)**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Administrative Officer V  
All School Heads

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 23, s. 1993, DepEd order No. 81, s. 1994 & DepEd Memorandum No. 36, s. 2010 which articulated financial literacy and wellness of employees who are contemplating to retire from the service, this Office through the Human Resource Development Section of the School Governance and Operations Division, announces the conduct of **Project iSERVE (Institutionalizing Support for Exit, Reskilling and Valuing Exceptional Retirees): Pre-Retirement Training for Senior Citizens and Prospective Retirees of SDO Biñan City on December 9-10, 2021, 9:00am-11:30am via Google Meet.**
2. Senior Citizens and Prospective Retirees (Teaching and Non -Teaching Personnel) who are planning to retire shall have undertaken a Pre-Retirement Training, 1-2 years prior to their retirement. Prospective retirees, regardless of employment status, ages 55 years old and above are the target participants of the said activity.
3. This activity will provide continuing professional opportunities for advancement of senior citizens and prospective retirees teaching and non-teaching personnel by helping them discover innovations and options that will sustain them physically, psychologically, socially, and financially.
4. Participants are requested to pre-register at <https://tinyurl.com/BinanRetirees> on or before **December 3, 2021**. Meeting link shall be sent one (1) day before the activity through the participant's registered email address.
5. Final list of participants shall be released in a separate memorandum.
6. For questions and clarifications, please contact Ms. Mary Joy L. Cabiles, Senior Education Program Specialist-HRD Section at (049) 511-4191 or [deped.hrdbinan@gmail.com](mailto:deped.hrdbinan@gmail.com).
7. Immediate dissemination of this Memorandum is desired.



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For the Schools Division Superintendent:



**BAYANI V. ENRIQUEZ, EdD**

Chief, School Governance Operations Division  
Officer of the Day

Encl: None

Reference: Division Memorandum No. 479, s.2021

SGOD/HRD / *Project iSERVE (Institutionalizing Support for  
Exit, Reskilling and Valuing Exceptional  
Retirees)*  
11/26/2021

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