



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

October 27, 2025

**DIVISION MEMORANDUM**

No. 119, s. 2025

**GOODBYE AND THANK YOU, MAM AND SIR:  
AN EXIT PROGRAM FOR RETIRING DEPED PERSONNEL**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID/SGOD  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. Pursuant to Memorandum Circular No. 23, s. 1993 of the Civil Service Commission – enjoining all government agencies to adopt a pre-retirement seminar for their respective officials and employees, this Office, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), will conduct a pre-retirement activity for prospective retirees titled **“Goodbye and Thank You, Mam and Sir: An Exit Program for Retiring DepEd Personnel”** on **November 3, 2025** at the **SDO Marinduque Conference Hall, Malusak, Boac, Marinduque**.
2. This activity includes presentations from concerned government offices that will provide practical advice on managing retirement benefits, exploring investment opportunities, and pursuing personal passions. It aims to capacitate retiring personnel with knowledge and provide resources necessary for a fulfilling post-retirement life. Specifically, it aims to:
  - a. provide a comprehensive understanding of one’s retirement benefits, including pension plans, gratuity, and other entitlements;
  - b. empower retiring personnel to confidently pursue personal passions and engage in meaningful activities; and
  - c. reinforce the sense of value and accomplishment of retiring personnel through a recognition activity.
3. Participants in this activity are 85 DepEd personnel who are in the retirement age bracket. They are requested to come in business attire.
4. DepEd Order No. 9, s. 2005, otherwise known as *“Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith,”* shall strictly be observed during the conduct of the training. School heads are expected to employ necessary strategies to avoid disruption of classes.



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Website: <https://depedmarinduque.com>

5. Expenses incurred for the activity shall be charged to the 2025 Division MOOE, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to the school's local funds, subject to the availability of funds and existing accounting and auditing rules and regulations.

6. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of Resource Persons and Program Management Team
- c. Enclosure 3: Activity Matrix

7. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist - Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encls: as stated

References: CSC MC. No. 23, s. 1993

To be indicated in the Perpetual Index  
under the following subjects:

|             |            |
|-------------|------------|
| EMPLOYEES   | PRIVILEGES |
| RECOGNITION | RETIREMENT |
| TEACHERS    |            |

/SGOD-HRDS-KDA



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**LIST OF PARTICIPANTS**

*Goodbye and Thank You, Mam and Sir: An Exit Program for Retiring DepEd Personnel*

| NAME                        | POSITION                     | SCHOOL                 |
|-----------------------------|------------------------------|------------------------|
| 1. Elma M. Monroyo          | Teacher I                    | Mogpog NCHS            |
| 2. Alicia M. Mataya         | Master Teacher II            | Magapua ES             |
| 3. Rosenda S. Medina        | School Principal I           | Banot-Mahunig ES       |
| 4. Merlie L. Llave          | Head Teacher II              | Pili-Balogo ES         |
| 5. Ma. Linda J. Moldon      | Teacher III                  | Capayang ES            |
| 6. Ludmilla M. Motol        | Teacher II                   | Sihi ES                |
| 7. Edna R. De Luna          | Head Teacher III             | Punong ES              |
| 8. Soledad C. Permejo       | Teacher II                   | Lipa ES                |
| 9. Norminda S. Mabao        | School Principal I           | Bangbang NHS           |
| 10. Antonio F. Zoleta       | Head Teacher III             | Torrijos SHS           |
| 11. Democrito M. Nazareno   | School Principal IV          | Marinduque NHS         |
| 12. Manuel A. Peñaflorida   | Administrative Aide I        | Kamandugan ES          |
| 13. Josephine L. Pastorfide | School Principal II          | Tawiran ES             |
| 14. Shirley M. Matre        | Master Teacher I             | Don Luis Hidalgo MS    |
| 15. Oscar V. Manalo         | Head Teacher III             | Binunga ES             |
| 16. Eva L. Solis            | Teacher III                  | Hinanggayon ES         |
| 17. Aideliza S. Alita       | Teacher II                   | Dawis ES               |
| 18. Lorensita L. Rosas      | Teacher II                   | Pag-Asa ES             |
| 19. Gina L. Manrique        | Teacher II                   | Pawa ES                |
| 20. Rose L. Jardeleza       | Teacher II                   | Sumangga ES            |
| 21. Marcelo P. Principe     | Teacher III                  | Makapuyat Nhs          |
| 22. Imelda M. Laririt       | Teacher III                  | Mogpog Nchs            |
| 23. Julio R. Constantino    | School Principal II          | Lusok ES               |
| 24. Jesselin M. Guevara     | Master Teacher I             | Bognuyan ES            |
| 25. Nelsie M. Mampusti      | Head Teacher III             | Celso M. Mataac Sr. ES |
| 26. Marilyn M. Madla        | Teacher III                  | Buliasnin ES           |
| 27. Lyn C. Jimena           | Teacher III                  | Tanza ES               |
| 28. Teresita P. Pastrana    | Teacher II                   | Alobo ES               |
| 29. Anabelle S. Pelaez      | Teacher II                   | Antipolo ES            |
| 30. Ederlinda S. Latorre    | Teacher II                   | Pinggan ES             |
| 31. Elenita J. Lupig        | Teacher II                   | Balaring-Caganhao ES   |
| 32. Virginia M. De Castro   | Teacher II                   | Balaring-Caganhao ES   |
| 33. Joel L. Mirafuente      | Teacher II                   | Amoingon ES            |
| 34. Myrna R. Pena           | Teacher II                   | Alobo ES               |
| 35. Elizabeth O. Andaya     | Teacher II                   | Don Luis Hidalgo MS    |
| 36. Nerisa P. Nerias        | Teacher I                    | Ino ES                 |
| 37. Lorna L. Mariano        | Administrative Assistant III | Boac South District    |
| 38. Angelica E. Murillo     | Teacher I                    | Bangwayin ES           |
| 39. Veronica M. Rocha       | Teacher I                    | Banukbok PS            |

|                                 |                              |                            |
|---------------------------------|------------------------------|----------------------------|
| 40. Dante M. Mendoza            | Teacher I                    | Balanacan NHS              |
| 41. Marieta M. Mantaring        | Teacher III                  | Buenavista NHS             |
| 42. Maria Estela M. Pajanustan  | Teacher II                   | Marinduque NHS             |
| 43. Eligio Elizer L. Mayangitan | Administrative Aide IV       | SDO Proper - OSDS          |
| 44. Cenen D. Mantaring          | Administrative Aide I        | Don Luis Hidalgo MS        |
| 45. Nelly P. Garcia             | Master Teacher II            | Ipil ES                    |
| 46. Marilyn A. Garay            | Master Teacher II            | Silangan ES                |
| 47. Edita C. Manguera           | Master Teacher II            | Don Luis Hidalgo MS        |
| 48. Minerva A. Malabayabas      | School Principal I           | Bahi ES                    |
| 49. Gerardo S. Mascariñas       | Master Teacher I             | Aurora Sevilla ES          |
| 50. Miriam F. Quiogue           | Head Teacher II              | Manlibunan ES              |
| 51. Rosalia M. Almonte          | Head Teacher I               | Cabuyo ES                  |
| 52. Carina M. Magante           | Head Teacher I               | Pili ES                    |
| 53. Julieta R. Ricohermoso      | Teacher III                  | Sta Cruz East CS           |
| 54. Oliva R. Rivadeniera        | Teacher III                  | Mabuhay PS                 |
| 55. Editha D. Lumalang          | Teacher III                  | Malibago ES                |
| 56. Nerry R. Profugo            | Teacher III                  | Torrijos CS                |
| 57. Rosalie M. Quinto           | Teacher III                  | Balanacan ES               |
| 58. Rosario E. Aldovino         | Teacher III                  | Bintakay ES                |
| 59. Anisia S. Mabuti            | Teacher III                  | Cawit ES                   |
| 60. Marina R. Malinao           | Teacher III                  | Amoingon ES                |
| 61. Irine Clauditte L. Pilar    | Teacher II                   | Nangka ES                  |
| 62. Magdalena R. Ricafort       | Teacher II                   | Haguimit ES                |
| 63. Gisela R. Del Mundo         | Teacher II                   | Torrijos CS                |
| 64. Adelaida S. Jabat           | Teacher II                   | Banot-Mahunig ES           |
| 65. Jeanie L. Sarabia           | Teacher II                   | Tanza ES                   |
| 66. Marivic M. Montiel          | Teacher II                   | Maybo ES                   |
| 67. Amalia M. Montemar          | Teacher II                   | Balagasan ES               |
| 68. Jocelyn B. Mazon            | Teacher II                   | Don Luis Hidalgo MS        |
| 69. Lucita A. Agoncillo         | Teacher I                    | Tapuyan ES                 |
| 70. Ederlyn S. Larraquel        | Teacher I                    | Sayao ES                   |
| 71. Michael M. Milambiling      | Teacher I                    | Nangka ES                  |
| 72. Leni L. Letran              | Teacher I                    | Don Severino Lardizabal MS |
| 73. Marites Q. Rioflorido       | Administrative Assistant III | Sta Cruz East District     |
| 74. Benedicto R. Mogol          | Dental Aide                  | SDO Proper - SGOD          |
| 75. Maria Emmanuela C. Pisquesa | Teacher I                    | Balanacan NHS              |
| 76. Shirley R. Grueso           | Teacher III                  | Hupi NHS                   |
| 77. Fracia V. Peñaroyo          | Teacher II                   | Landy NHS                  |
| 78. Teofila C. Basilio          | Teacher II                   | Makapuyat NHS              |
| 79. Amelia R. Moreno            | Teacher III                  | Matalaba NHS               |
| 80. Noel M. Mapacpac            | Teacher III                  | Mogpog NCHS                |
| 81. Angelina M. Laguio          | Teacher III                  | Botilao NHS                |
| 82. Ricardo R. Peña             | Teacher I                    | Sibuyao NHS                |

|                         |             |             |
|-------------------------|-------------|-------------|
| 83. Grace T. Hizole     | Teacher III | Tapuyan NHS |
| 84. Paulina J. De Belen | Teacher II  | Tiguion NHS |
| 85. Ofelia M. Famadico  | Teacher III | Yook NHS    |

**LIST OF PROGRAM MANAGEMENT TEAM MEMBERS**

*Goodbye and Thank You, Mam and Sir: An Exit Program for Retiring DepEd Personnel*

| <b>NAME</b>                    | <b>POSITION</b>              | <b>OFFICE</b> | <b>ROLE</b>        |
|--------------------------------|------------------------------|---------------|--------------------|
| 1. Dr. Lynn G. Mendoza         | OIC-SDS                      | OSDS          | Overall Manager    |
| 2. Dr. Mabel F. Musa           | ASDS                         | OSDS          | Overall Co-Manager |
| 3. Maita M. Lazares            | CES                          | SGOD          | Program Manager    |
| 4. Kyle David V. Atienza       | SEPS                         | SGOD          | Program Manager    |
| 5. John M. Chavez              | CES                          | CID           | Learning Manager   |
| 6. May Bernadeth O. De la Rosa | AO V                         | OSDS          | Learning Manager   |
| 7. Ruby M. Tan                 | AO IV                        | OSDS          | Logistics Officer  |
| 8. Dr. Rica Mai O. Larga       | MO III                       | SGOD          | Welfare Officer    |
| 9. Dr. Fretzie P. Alcantara    | SEPS                         | SGOD          | M&E Officer        |
| 10. Edgar H. Loto              | PDO II                       | SGOD          | Safety Officer     |
| 11. Glaiza T. Palatino         | EPS II                       | SGOD          | Documenter         |
| 12. Fatima M. Villanueva       | ADAS II                      | SGOD          | Secretariat        |
| 13. Raymond M. Maaño           | TA I                         | SGOD          | Technical Support  |
| 14. Jemaine Marie L. Marapia   | Extension Office Head        | GSIS          | Resource Speaker   |
| 15. Joylyn T. Manrique         | Social Insurance Officer III | PhilHealth    | Resource Speaker   |

## ACTIVITY MATRIX

*Goodbye and Thank You, Mam and Sir: An Exit Program for Retiring DepEd Personnel*

| DATE AND TIME   | DURATION | TOPIC / ACTIVITY  | PERSON/S RESPONSIBLE   |
|-----------------|----------|---|--|
| 8:00-9:00AM     | 60 mins  | Arrival and Registration of Participants  | Program Management Team  |
| 9:01-9:30AM     | 30 mins  | <b>Opening Program:</b> <ul style="list-style-type: none"> <li>• Preliminaries</li> <li>• Messages</li> <li>• Photo Opportunity</li> </ul>  | Program Management Team  |
| 9:31-10:15AM    | 45 mins  | <b>Session 1: Health Benefits and Other Entitlements</b>  | <b>Ms. JOYLYN T. MANRIQUE</b><br>Social Insurance Officer III<br>PhilHealth  |
| 10:16-11:00AM   | 45 mins  | <b>Session 2: Retirement Benefits and Plans</b>   | <b>Ms. JEMAINIE MARIE L. MARAPIA</b><br>Extension Office Head<br>Government Service Insurance System – Boac Extension Office |
| 11:01-11:45AM   | 45 mins  | <b>Closing Program</b> <ul style="list-style-type: none"> <li>• Recognition of Retiring DepED Personnel</li> <li>• Insights/Impressions</li> <li>• Vote of Thanks</li> <li>• Photo Opportunity</li> </ul> | Program Management Team  |
| 11:46AM-12:00NN | 15 mins  | End-of-Activity Evaluation  | Program Management Team  |
| 12:01-1:00PM    | 60 mins  | Lunch Break   |  |