



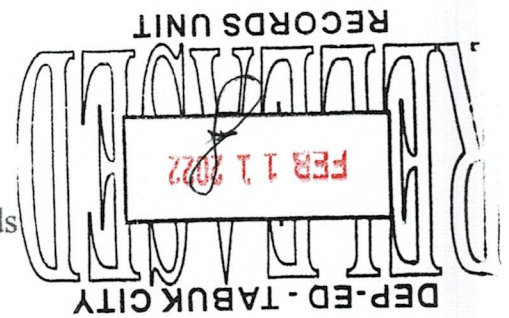
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
Purok 2, Bulanao Norte, Tabuk City



February 11, 2022

Division Memorandum  
No. 40 series, 2022

To: Public School District Supervisor  
Public Elementary and Secondary School Heads  
All Others Concerned



**CONDUCT OF PROJECT HONOR ON PRE-RETIREMENT ORIENTATION SEMINAR**

1. The Schools Division of Tabuk City will conduct a Pre-Retirement Orientation Seminar on February 23-24, 2022 at Davidson Hotel and Restaurant, Bulanao, Tabuk City.
2. The Orientation aims to:
  1. To equip senior citizen employees and prospective retirees of the SDO-Tabuk City Personnel 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.
  2. Provide prospective retirees on the continuing opportunities for advancement by helping them to discuss innovations and option that will sustain them physically, psychologically, socially and financially.
  3. To provide retirees with options in retirement packages and financial opportunities.
3. Meals and snacks shall be charged against Division HRTD funds, subject to the usual accounting rules and regulation.
4. Attached are the list of participants ages 59 and above, teaching and non-teaching personnel of SDO-Tabuk City.
5. All concerned are advised to follow health protocol, wear face mask and face shield while inside the Davidson Hotel Building.

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