



28 November 2017

MEMORANDUM NO. 392
Series of 2017


T O: All Concerned

R E: Pre-Retirement Orientation Seminar

Please be informed that there will be a half-day **Pre-retirement Orientation Seminar** on **December 5, 2017** at the **Quality Assurance Center**. The purpose of the said activity is to help would be retirees to start making plans for his/her inevitable retirement from government services, guide him/her what retirement plan to avail to maximize his/her benefit, the documents to prepare and what to submit in order to facilitate timely receipt of his/her retirement pay and other benefits. We have invited Mr. Igmidio F. Ponay Jr., GSIS Maasin Branch Manager as Resource Person of this seminar.

In view of this, College Deans, Academic Department/Office Heads & Directors are requested to allow the prospective participants to participate in this pre-retirement orientation seminar.

Please be guided accordingly.


EDGARDO E. TULIN
President ^{OP} 11/29/17