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

17 FEB 2022

DIVISION MEMORANDUM
No. 102 s. 2022

DIVISION INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Book V, Title I, Subtitle A of Executive Order No. 292 (The Revised Administrative Code of 1987) lays down the basic policies and the systems and procedure by which the organization and operation of the bureaucracy are to be based, including the personnel administration aspect.
2. Relative to the above Order newly hired and newly promoted Non-Teaching Personnel of SDO Tayabas are hereby advised to attend the virtual Division Induction Program **March 1-2, 2022**, via Google meet, that specifically aims to:
 - a) Make them feel welcome and comfortable in the new workplace by meeting peers, supervisor and key officials and staffs
 - b) Appreciate and familiarize with the organizational structure, mandate, goals and values of DepEd Tayabas City
 - c) Be trained, coached, and mentored properly
3. Participants are advised to register to this link before February 28, 2022, 5:00PM <https://tinyurl.com/induction-mar1-2> . All are encourage to join meeting link <https://meet.google.com/may-upst-dkv> before 8:30 AM.
4. Attached are the List of Participants and the Program Matrix.
5. Widest dissemination and strict compliance of this Memorandum is desired.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl.:
As stated



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Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Gender	Date of Appointment	Position
1	Zagala, Francheska Wynori Jane Q	Female	Feruary 2, 2022	Administrative Assistant II
2	Capati, Nixon Leonard R.	Male	Feruary 2, 2022	Administrative Aide IV
3	Demandante, Arjoy C.	Female	Feruary 8, 2022	Administrative Aide VI



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Enclosure 2

Technical Working Committee (TWC)

Over all Chairperson: GERLIE M. ILAGAN, CESO VI

OIC - Schools Division Superintendent

Co- chairpersons: ANTONIO P. FAUSTINO JR.

OIC – Assistant Schools Division Superintendent

EDWIN R. RODRIGUEZ

Chief – SGOD

IMELDA C. RAYMUNDO

Chief-CID

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	JEAN ROSE B. RABANO JOSEFINA R. OABEL	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Prepares and submits activity completion report (ACR).
Over-all Management including (Logistics) L&D	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	MARIA CORAZON A. BORBON	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested



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		feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	CONRADO C. GABARDA IMELDA C. RAYMUNDO DR. EDWIN R. RODRIGUEZ MARIFE R. LAGAR JOSEFINA R. OABEL	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff/s	GRASHIELA HERNANDEZ	<ul style="list-style-type: none"> • Prepare the platform of the orientation • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Manage/s unexpected system glitches.
Certificate	SGOD Staff	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference

Enclosure 3

**Program Matrix
March 1-2, 2022**

Time	Activities
Day 1 (March 1, 2022)	
8:30 – 9:00	Opening Program <ul style="list-style-type: none"> - National Anthem - Prayer - Opening Remarks - Inspirational Message - Rationale and Setting of Expectations
9:00 – 10:00	Vision, Mission, Goals, and Core Values DepEd Quality Policy Conrado C. Gabarda
10:00 – 10:15	Break
10:15 – 10:40	Strategic Directions Marife R. Lagar
10:40 – 11:00	DepEd Organizational Structure and Processes Conrado C. Gabarda
11:00 – 12:00	Code of Ethics Dr. Edwin R. Rodriguez
12:00 – 1:00	Lunch Break
1:00 – 2:00	Results-based Performance Management System (RPMS) Imelda C. Raymundo
2:00 – 3:00	Salaries, Wages, and Benefits Other related human resource action Josefina R. Oabel
Day 2 Break Out Session (March 2, 2021)	
8:30 – 8:45	Morning Preliminaries
8:45 – 10:00	Duties and Responsibilities Unit Head
10:00 – 10:15	Break
10:15 – 12:00	Office rules and regulations and processes Unit Head
12:00 – 1:00	Break
1:00 – 2:00	IPCRF Commitment Planning
2:00 – 2:30	Closing Program



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