

#### Republic of the Philippines

## Department of Education

# REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 APRIL 2023

DIVISI	ON MEMO	DRANDUM
No.	158	s. 2023

# VIRTUAL ORIENTATION FOR THE ON-BOARDING PROGRAM OF THE NEWLY HIRED AND NEWLY PROMOTED SDO PERSONNEL

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

- 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.
- 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 April 11-12, 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
  - 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 April 5, 2023, 12:00nn <a href="https://tinyurl.com/on-boarding2023">https://tinyurl.com/on-boarding2023</a> . All participants are encourage to join meeting link which will be sent via email before 8:30 AM.
- Attached are the List of Participants and the Program Matrix.
- Widest dissemination and strict compliance of this Memorandum is desired.

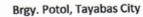
NATIVIDAD P. BAYUBAY, CESO VI Schools Division Superintendent

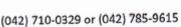
Encl.:

As stated













#### Enclosure 1

#### LIST OF PARTICIPANTS

	NAME	DATE OF APPOINTMENT	POSITION TITLE
1	Zafranco, Johnny Naynes	MAR. 20, 2023	Administrative Aide I (Utility Worker I)
2	Valencia, Mark Bryan Flores	MAR. 31, 2023	Information Technology Officer I
3	Cabuyao, Ariel Cuarto	MAR. 31, 2023	Project Development Officer II
4	Supetran, Cris John Venzuela	MAR. 30, 2023	Medical Officer III
5	Naynes, Adrian Naynes	MAR. 31, 2023	Head Teacher I
6	Domirez, Juanito Dimaala	MAR. 31, 2023	Administrative Officer II







Enclosure 2

## Technical Working Committee (TWC)

Over all Chairperson: NATIVIDAD P. BAYUBAY, CESO VI

Schools Division Superintendent

Co- chairpersons:

ANTONIO P. FAUSTINO JR.

OIC – Assistant Schools Division Superintendent

IMELDA C. RAYMUNDO

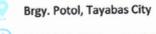
Chief-SGOD

DR. EDWIN R. RODRIGUEZ

Chief - CID

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	JEAN ROSE B. RABANO	<ul> <li>Prepares Training Design and other Training Package requirements.</li> <li>Prepares and submits activity completion report (ACR).</li> </ul>
Over-all L&D Management including (Logistics)	LUZVIMINDA E. SALUDARES	<ul> <li>Manages the conduct of L&amp;D.</li> <li>Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>Monitors L&amp;D activities.</li> <li>Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>Leads the debriefing sessions.</li> <li>Prepares memo/advisories.</li> <li>Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul>
QAME	MONTANO L. AGUDILLA JR.	Quality Assure the Activity     Designs an L&D Package









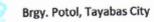


		<ul> <li>Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	EDWIN R. RODRIGUEZ LAURA VIDA GOB KATHLEEN DAZO IMELDA C. RAYMUNDO LUZVIMINDA E. SALUDARES CONRADO C. GABARDA GRASIELA HERNANDEZ	<ul> <li>Lead/s the discussion of topics</li> <li>Facilitate/s workshop</li> <li>Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	LOUIE DATARIO GRASIELA HERNANDEZ	<ul> <li>Prepare the platform of the orientation</li> <li>Take/s pictures from the opening until closing programs.</li> <li>Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>Assist/s the session facilitators/s</li> <li>Manage/s unexpected system glitches.</li> </ul>
Certificate	JOHN FREDERICK MENDOZA	Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	JEAN ROSE B. RABANO	<ul> <li>Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>Host the Opening Program Preliminaries to include the following:         <ul> <li>Present Agenda outline</li> <li>Discuss relevant session protocol.</li> <li>Moderate Q&amp;A sessions</li> <li>Close out conference</li> </ul> </li> </ul>

#### Enclosure 3









(042) 710-0329 or (042) 785-9615







### Program Matrix

### April 11-12, 2023

	Activities	
Day 1 (April 11, 202)	3)	
8:30 - 9:00	Opening Program	
	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	
	Luzviminda E. Saludares	
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	
	Grasiela Hernandez, Kathleen Dazo, Laura Vida Gob,	
	Jennelyn Mirandilla	
	ssion (April 12, 2023))	
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	









Brgy. Potol, Tayabas City