



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


03 APRIL 2023

DIVISION MEMORANDUM
 No. 159 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

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 **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
 - 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 April 5, 2023, 12:00nn <https://tinyurl.com/on-boarding2023> . All participants are encourage to join meeting link which will be sent via email 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.


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent

Encl.:
 As stated



 Brgy. Poto, Tayabas City
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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 Venezuela	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 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	LUZVIMINDA E. SALUDARES	<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	MONTANO L. AGUDILLA JR.	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package



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		<ul style="list-style-type: none"> • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	EDWIN R. RODRIGUEZ LAURA VIDA GOB KATHLEEN DAZO IMELDA C. RAYMUNDO LUZVIMINDA E. SALUDARES CONRADO C. GABARDA GRASIELA HERNANDEZ	<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	LOUIE DATARIO GRASIELA 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	JOHN FREDERICK MENDOZA	<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



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Program Matrix

April 11-12, 2023

	Activities
Day 1 (April 11, 2023)	
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. Saldares
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
Day 2 Break Out Session (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