



102621-064

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

26 OCTOBER 2021

DIVISION MEMORANDUM
No. 517 s. 2021

DIVISION INDUCTION PROGRAM FOR NON-TEACHING 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 on **October 28-29, 2021**, 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 October 27, 2021, 5:00PM <https://tinyurl.com/induction2021nonteaching>. All are encourage to join meeting link before 8:30 AM. Google meet link will be sent via deped email account.
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



Brgy. PotoI, Tayabas City



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



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<https://depedtayabas.com/>

Enclosure 1

LIST OF PARTICIPANTS

NO.	NAME	POSITION TITLE	ASSIGNED OFFICE
1	Aguila, Joy Liwayway O.	Administrative Officer II	Kalumpang ES
2	Arriola, Neil Elaine P.	Administrative Assistant II	BANHS
3	Buera, Jeanette M.	Administrative Assistant III	SDO
4	Caagbay, Donnabelle F.	Administrative Officer II	TECS
5	Cabalsa, Pazzyla Lydda A.	Administrative Assistant III	SDO
6	Capati, Nixon Leonard R.	Administrative Aide III	LPIHS
7	Chavez, Jerome A.	Education Program Supervisor	SDO
8	Eslacin, Ma Theresa P.	Administrative Aide VI	SDO
9	Gob, Laura Vida A.	Administrative Assistant III	SDO
10	Hernandez, Grasiela L.	Administrative Officer II	SDO
11	Lanfalconi, Vera Rusella N.	Administrative Aide I	LPIHS
12	Lubiano, Jhenna Lean V.	Administrative Assistant II	BANHS
13	Malijan, Ma Jobeelle M.	Administrative Assistant III	SDO
14	Oabel, Loveday Alyssa O.	Administrative Officer II	TWCS I
15	Panganiban, Natalio A. Jr.	Administrative Assistant I	SDO
16	Rabano, Jean Rose B.	Education Program Specialist II	SDO
17	Rada, Claribel C.	Administrative Assistant II	TWCS I
18	Rosila, Felisa P.	Administrative Assistant II	LPIHS
19	Sabio, Aleli Grace Z.	Administrative Aide IV	LPIHS
20	Saludares, Luzviminda E.	Senior Education Program Specialist	SDO
21	Songcaya, April Jean V.	Administrative Officer II	TWCS III
22	Talavera, Jayne Paula P.	Dentist II	SDO
23	Zafranco, Ferex O.	Administrative Officer II (HRMO I)	SDO

Enclosure 2

PROGRAM MATRIX
October 28-29, 2021

Time	Activities
Day 1 (October 28, 2021)	
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 (October 29, 2021) Break Out Session	
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	Lunch Break
1:00 – 2:00	IPCRF Forms
2:00 – 2:30	Closing Program

Enclosure 3

Technical Working Committee (TWC)
October 28-29, 2021

Over all Chairperson: GERLIE M. ILAGAN, CESO VI
OIC - Schools Division Superintendent

Co- chairpersons: ANTONIO P. FAUSTINO JR
OIC – Assistant Schools Division Superintendent
DR. EDWIN R. RODRIGUEZ
Chief - SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	MARIA CORAZON A. BORBON JOSEFINA R. OABEL	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Coordinates with SEPS-HRTD on other activity requirements. • Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all L&D Management including (Logistics)	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	JOAN KATHLEEN T. BRIZUELA	<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 feedback and



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		recommended solutions and forwards to concerned units/offices.
Medical/First Aid	N/A	<ul style="list-style-type: none"> Ensures observance/compliance of health protocols including but not limited to conduct of Triage. Administers first aid and health services during the event.
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"> 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	MARIA CORAZON A. BORBON	<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