



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

02 September 2026

DIVISION MEMORANDUM
No. 582 s. 2026

ON-BOARDING PROGRAM FOR NEWLY HIRED ADMINISTRATIVE OFFICERS

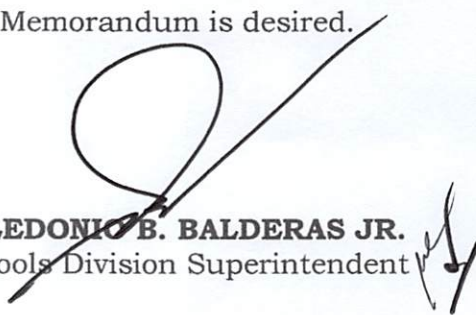
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the continuing efforts of the Department of Education to provide newly hired personnel with proper orientation and familiarization with the functions and processes of the Schools Division Office, the **On-Boarding Program for Newly Hired Administrative Officers** shall be conducted on **September 8, 2026**, at the **Schools Division Office of Tayabas City**.
2. The activity aims to familiarize the newly hired Administrative Officers with the functions, processes, and basic procedures related to their respective Key Result Areas (KRAs), particularly Personnel, Supply, Procurement, Administrative Services, Records, and Budget and Finance.
3. As part of the onboarding, the Administrative Officers shall proceed to the concerned offices/units for a brief orientation and discussion on the processes and responsibilities relevant to each functional area.
4. The schedule of the onboarding activity is as follows:

Time	Office/Unit	Head
9:00 – 10:00 AM	Personnel Unit	Grasiela L. Hernandez
10:00 – 11:00 AM	Supply Unit	Joyce Anne P. Limbo
11:00 AM – 12:00 NN	Procurement Unit	Jennelyn M. Mirandilla
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:00 PM	Administrative Services	Conrado C. Gabarda
2:00 – 3:00 PM	Records Unit	Jeanette M. Buera
3:00 – 4:00 PM	Budget and Finance Unit	Benjamin A. Millares Agnes M. Luzadas Dianah G. Tan

5. The list of participants is attached as **Enclosure No. 1** and forms an integral part of this Memorandum.

6. Concerned Unit Heads are requested to facilitate the orientation and provide the participants with the necessary information on the functions, processes, and procedures of their respective units.
7. For inquiries and other concerns regarding the activity, please contact **Dr. John Cavin S. Rodil**, Senior Education Program Specialist, School Governance and Operations Division – Human Resource Development Section (SGOD–HRDS).
8. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 019, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

ON-BOARDING
ADMINISTRATIVE OFFICERS

SGOD- on-boarding program for newly hired administrative officers
SGOROHIC-005476/September 02, 2026

Enclosure 1

List of Participants

No.	Name	Office/School
1	Krizza Vedette S. Alba	Masin ES
2	Neil Elaine P. Arriola	Lawigue ES
3	Pazzyla Lydda A. Cabalsa	Alsam IS
4	Juanito D. Domirez	Mayuwi IS
5	Nathaniel R. Lapuz	EFIS
6	Angelica A. Rada	Mate IS
7	John Kevin R. Villa	Valencia ES
8	Gil R. Mendoza Jr.	LPIHS
9	Kirk Gourby Z. Causapin	North Palale ES
10	Ian Neric O. Ilao	WPES
11	Edenel A. Abejar	Malaoa – Calantas ES
12	Pietro Paolo S. Pagana	Pandakake IS