



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

15 September 2025

DIVISION MEMORANDUM
No. **635** s. 2025

**ONBOARDING PROGRAM OF ADDITIONAL NEWLY-HIRED
ADMINISTRATIVE OFFICERS II**

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

1. Pursuant to the **Civil Service Commission (CSC) Memorandum Circular No. 19, s. 1993** which underscores the importance of orientation and employee development programs across all government agencies, the Schools Division of Tayabas City, through the Human Resource Development Section (HRDS), in coordination with the Personnel Section conducts an Onboarding Program to the newly-hired Administrative Officers II (AOs II) on **September 3-5 & 8, 2025**.
2. This program aims to:
 - a. provide guidance on administrative procedures, performance expectations, and available support systems;
 - b. familiarize employees with their duties and instill public service values and standards of conduct; and
 - c. help reduce the adjustment period, enhance job satisfaction, and promote a culture of excellence and accountability within the organization.
3. Heads of Sections, Units, and Divisions provided coaching and guidance to the Administrative Officers II, particularly on their specific functions and the operational requirements of schools, in relation to the mandates and processes of their respective offices.
4. Meanwhile, School Heads where they are assigned are advised to conduct a comprehensive orientation to ensure that the newly-deployed personnel are well-informed of their roles, responsibilities, and the operational procedures of the school.
5. Furthermore, it is recommended that special arrangements be coordinated between the schools and the offices where the Administrative Officers II were previously stationed, to allow sufficient time for a smooth and orderly transition.
6. Attached are **Enclosure 1**–List of Newly-Hired Administrative Officers , **Enclosure 2**–Onboarding Program Provided and **Enclosure 3**–Schedule of Onboarding Activities to the Administrative Officers II.

7. Strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: CSC MC No. 19, s. 1993

To be indicated in the Perpetual Index
under the following subjects:

ONBOARDING PROGRAM
PROFESSIONAL DEVELOPMENT

SGOD- onboarding program of additional newly-hired administrative officers ii
SGOPJREE-003488/September 15, 2025

Enclosure 1

List Of Newly-Hired Adminsittrative Officers II

No.	Name	Sex
1	Ma.Zarina A. Bagangan	Female
2	Joan C. Cabile	Female

Enclosure 2

Onboarding Program Provided

Duties and Responsibilities	Section/Onboarding Coach	Date
Recruitment, Selection, and Documentation	Personnel/ Grasiela L. Hernandez	September 4, 2025
Property Custodianship	Supply Office/ Joyce Anne P. Limbo	September 5, 2025
Financial Management	Cash/ Dianah G. Tan	September 8, 2025
	Budget/ Benjamin A. Millares	September 4, 2025
	Accounting/ Agnes M. Luzadas	September 3, 2025
General Administrative Support	SGOD/ Imelda C. Raymundo	September 8, 2025
	Records/ Jeanette M. Buera	September 8, 2025

Enclosure 3

Schedule of Onboarding Activities

Date	Duties and Responsibilities	Section/Onboarding Coach
August 5, 2025	Recruitment, Selection, and Documentation	Personnel/ Grasiela L. Hernandez
August 6, 2025	Property Custodianship	Supply Office/ Joyce Anne P. Limbo
August 7, 2025	Financial Management	Cash/ Dianah G. Tan
August 8, 2025		Budget/ Benjamin A. Millares
August 12, 2025		Accounting/ Agnes M. Luzadas
August 14, 2025	General Administrative Support	SGOD/ Imelda C. Raymundo
August 14, 2025		CID/ Edwin R. Rodriguez
August 15, 2025		Records/ Jeanette M. Buera