



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

November 13, 2023

DIVISION MEMORANDUM

OSDS No. 175, s. 2023

**INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL IN THE
SCHOOLS DIVISION OF TACURONG CITY**

To : Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Cluster Heads, Principals/School Heads of
Concerned Elementary and Secondary Schools
Unit/Section Heads
Concerned Division Office Personnel
Newly Hired Non-Teaching Personnel
This Division

1. Employee induction is an effective and efficient means of outlining workplace policies and procedures to new starters. It provides specific information to new employees how to do their job and sets expectations within the larger context of organization goals, objectives and the operation as a whole.

2. Hence, to prepare and equip the nonteaching personnel in the Division Office/schools, especially the newly hired non-teaching personnel with necessary knowledge, skills and attitude to become effective, responsive and productive government service providers, an **Induction Program for Non-teaching Personnel** will be held on **December 5-7, 2023 at the SDO Tacurong Conference Hall**, City of Tacurong.

3. Participants to this Induction Program are the newly hired SDO & school-based non-teaching personnel of Schools Division of Tacurong City included in the attached List of Participants.

4. Participants are enjoined to wear business attire for the duration of the training.

5. There will be mass oath taking on the last day during the closing program.

6. Expenses to be incurred during the training will be charged against the Division MOOE funds while traveling and other incidental expenses of school-



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

based personnel shall be charged against the school local funds subject to accounting and auditing rules and regulations.

7. Attached are the list of names of participants and the training matrix for reference.
8. For the information and guidance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated.
References: PRIME-HRM Assessment Tool; SDO RSP & Learning & Development Policies
Allotment: None
To be indicated in the *Perpetual Index* under the following subjects:

PERSONNEL TRAINING LEARNING & DEVELOPMENT

ZBP/ADMIN/DM/ INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OF TACURONG CITY/November 13, 2023

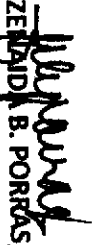


Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph

INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OFFICE OF TACURONG
Division Office Conference Hall
 December 5-7, 2023

TIME	DAY 1	DAY 2	DAY 3
8:00 - 9:00 AM	OPENING PROGRAM/Program Overview	PHILHEALTH MATTERS Representative from Philhealth	RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMs)
9:00 - 10:00AM	ORGANIZATIONAL KNOWLEDGE (DEPED VISION, MISSION & CORE VALUES ORGANIZATIONAL STRUCTURE & FUNCTIONS Mervie Y. Seblis, CESE OIC-Assst. Schools Div. Superintendent	Pag-IBIG MATTERS Representative from Pag-IBIG	Mayflor D. Romualdo Chief, SGOD
10:00 - 10:15 AM	BREAK	BREAK	BREAK
10:15 - 12:00noon	GOVERNMENT OFFICE HOURS & LEAVE LAW Glendo P. Ordrnado Administrative Officer IV	GIS MATTERS Representative from GIS	LEARNING & DEVELOPMENT (L & D) REWARDS AND RECOGNITION (R & R) Ernie P. Puma SEPS
12:00 - 1:00 PM	LUNCH	LUNCH	LUNCH
1:00 - 2:00PM	RA 6713, EMPLOYEES' CONDUCT & DISCIPLINE/2017 Rules on Administrative Cases in the Civil Service (RACCS)	OTHER EMPLOYEES' BENEFITS & FINANCIAL LITERACY Jonel G. Solomon, CPA Accountant III	RECORDS KEEPING Jennifer Claire A. Toyog Administrative Officer IV
2:00-3:00PM	Zenaida B. Porras Administrative Officer V		HEALTH & WELLNESS Dr. Kathrina May B. Monsale Medical Officer III
3:00 - 3:15	BREAK	BREAK	BREAK
3:15 - 4:00PM	EASE OF DOING BUSINESS (RA No. 110821)/Citizens Charter/CSS)	MERT SELECTION PLAN (DO No. 19, s. 2022)	SYNTHESIS
4:00-5:00PM	Zenaida B. Porras Administrative Officer V Facilitator: Mary Loryne B. Ladigehon	GUIDELINES ON RECRUITMENT, SELECTION, & APPOINTMENT IN THE DEPARTMENT OF EDUCATION (DO No.007, s. 2023)	CLOSING PROGRAM Facilitator: Adelpa A. Abenoja

Prepared By:


ZENDAIDA B. PORRAS, MPA
 Administrative Officer V

Recommending Approval:

O.B.
MERVIE Y. SEBLOS, CESE
 OIC-Assst. Schools Div. Superintendent

APPROVED:


EDO G. MOSQUEDA, CEO VI
 Schools Division Superintendent

Participants (Induction Program 2023)

No.	NAME	POSITION	OFFICE
1	ARROZA, HEAVEN GRACE BUENDICHO	ADMINISTRATIVE ASSISTANT III	DMJGMCS
2	BADE, ELLEN ROSE LEGASPI	ADMINISTRATIVE AIDE VI	OSDS
3	BUNSA, AISA BANI	DENTIST II	SGOD
4	COLLANTES, JEFFREY ANTONIO	ADMINISTRATIVE ASSISTANT III	NICES
5	COSTAS, DANIEL ESPADON	ADMINISTRATIVE OFFICER II	BES
6	DORADO, MICHELLE MATILOS	ADMINISTRATIVE OFFICER II	EPBMES - MAIN
7	FABRIGAR, CLARISE GARCIA	ADMINISTRATIVE ASSISTANT II	AFSCS
8	LOZANO, CATHERINE MARQUEZ	ADMINISTRATIVE ASSISTANT III	AFSCS
9	MONSALE, KATRINA MAY BAYLON	MEDICAL OFFICER III	SGOD
10	QUINES, MERRY QUEEN SEREDICA	ADMINISTRATIVE ASSISTANT II	UKNHS
11	SARENO, MARK ANTHONY CABAES	ADMINISTRATIVE AIDE VI	OSDS
12	SEGURA, PAULO MIGUEL CAJANDIG	ADMINISTRATIVE OFFICER II	LMES
13	SESPEÑE, RALPH JAN PUJEDA	ADMINISTRATIVE AIDE III	VFGMNHS
14	TAYAG, JENNIFER CLAIRE ARQUIZA	ADMINISTRATIVE OFFICER IV	OSDS
15	VILLA, MENARD-DENCE SALIGAN	ADMINISTRATIVE ASSISTANT II	OSDS

CERTIFIED CORRECT:


 GLENDA P. ORCINADO
 Administrative Officer IV