



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 7, 2020

OFFICE MEMORANDUM

No. **258**, s. 2020

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

INDUCTION PROGRAM OF THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL

1. This Office, through the Human Resource Development Division, shall conduct the Induction Program of the Newly-hired Regional Office Personnel on July 15, 2020, 8:30AM at the RELC-NEAP, DepEd Compound, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
 - a. orient participants on the organization's policies and procedures, responsibilities, rights, and privileges;
 - b. discuss the Quality Management System (QMS) of the Office; and
 - c. develop participants' confidence about self and the organization.
3. Enclosures 1 and 2 are the List of Participants and Activity Matrix, respectively.
4. Identified participants are advised to observe precautionary measures such as wearing of facemasks and to maintain physical distancing throughout the duration of the activity.
5. Provision of snacks and lunch for the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

HRDD-CDPA



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ISO 9001:2015 Certified

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Enclosure 1 of OM No 258, s 2020

LIST OF PARTICIPANTS

Name		Functional Division/Unit/Section
1. GERALDINE M. MANGALIMAN	-	FTAD
2. ANNALYN B. LIM	-	FTAD
3. JIMMY G. GULA	-	QAD
4. DANDY G. ACUIN	-	HRDD
5. JOHN L. DELORINO	-	PPRD
6. JENNYLIND D. DAYA	-	PPRD
7. ANDREY GAY N. CALIPAYAN	-	AD-PS
8. VICENTE G. VILLACORTE	-	FD
9. PEE JAY P. AMADORE	-	FD
10. CRISTY JANE C. JABAGAT	-	CLMD
11. FEDERICO VACAL, JR.	-	CLMD
12. HYDELYN T. NAVARRA	-	CLMD-LRMDC
13. ROMEO R. CAAMOD	-	CLMD-LRMDC

Enclosure 2 of OM no **258**, s 2020

INDUCTION PROGRAM OF THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL ACTIVITY MATRIX

July 15, 2020 (8:30 AM)

RELc NEAP, DepEd Compound, Government Center, Candahug, Palo, Leyte

Time	Activity/Topic	Resource Person
8:00AM-8:30 AM	Arrival of Participants/ Registration	
8:30AM-9:00 AM	Opening Program	
	National Anthem	
	Interfaith Prayer	
	Opening Remarks	Mr. Arnulfo M. Balane, CESO V Director III
	Statement of Purpose	Dr. Harvie D. Villamor Chief, HRDD
	Presentation of Participants, Resource Persons, PMT	
	Message	Dr. Ramir B. Uytico, CESO IV Director IV
	DepEd RO VIII Hymn	
9:00AM-9:20AM	Mandate, Vision, Mission, Core Values (VMV), and Strategic Directions	Mr. Clark Dave P. Arante Education Program Specialist II
9:20AM-9:40AM	DepEd Organizational Structure and Processes	Ms. Maureen Charisse A. Maltos Education Program Specialist II
9:40AM-10:40AM	Results-Based Performance Management System	Dr. Josemilo P. Ruiz Education Program Supervisor
	Code of Conduct and Ethical Standard for Public Officials and Employees (RA 6713)	
10:40AM-11:20AM	Role of DepEd RO8 personnel in the Prime-HRM	Dr. Alejandra B. Lagumbay Education Program Supervisor
11:20AM-12:00PM	Rules on Administrative Cases in the Civil Service	Atty. Eleanor D. Calumpiano Attorney IV
12:00PM-1:00PM	Lunch	
1:00PM-2:00PM	Customized Recruitment, Selection, Placement Processes and other related concerns	Ms. Eva D. Rosales Administrative Officer V
	Administrative Matters (DTR, Leave, Absenteeism & Tardiness, Observance of Activities, ARTA, Privileges and others)	Ms. Mercedes D. Sarmiento Chief Administrative Officer
2:00PM-4:00PM	Quality Management System (QMS) <ul style="list-style-type: none"> • Quality Management Representative (QMR) • Process Quality Review (PQR) • Documented Information Team (DIT) • Workplace Improvement Team (WIT) • Capacity Building Team (CBT) 	ISO Team Leaders/ Representatives
4:00PM-4:30PM	Open Forum	
4:30PM-5:00PM	Closing Program/ Giving of Certificates	