



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

July 25, 2023

OFFICE MEMORANDUM

No. **456**, s. 2023

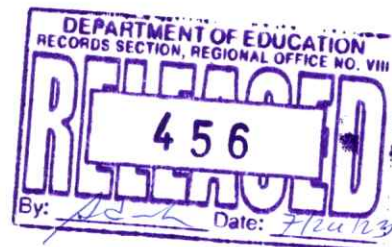
**UPDATES ON THE CONDUCT OF THE INDUCTION PROGRAM FOR THE
NEWLY-HIRED REGIONAL OFFICE PERSONNEL**

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

1. In reference to Office Memorandum No. 330, s. 2023 dated June 5, 2023 entitled **Induction Program for the Newly-hired Regional Office Personnel**, this Office, through the Human Resource Development Division (HRDD) announces the participants and resource persons to the activity.
2. Attached are the list of participants and the activity matrix with the resource persons.
3. Functional Division Chiefs are requested to send their participants to this two-day activity within the indicated time to achieve the activity's objectives.
4. All other provisions in the aforementioned Office Memorandum consistent with this memorandum are still enforced.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

HRDD- CPDA



Enclosure 1 of RM no 456, s 2023

INDUCTION PROGRAM FOR THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL

August 2-3, 2023

RELC NEAP-R, DepEd Regional Office VIII Compound, Government Center, Palo

Activity Matrix

Time/Day	Day 1	Day 2
8:30AM -9:00AM	Opening Program	Management of Learning
9:00AM -10:30AM	Understanding the DepEd's Organizational Structure Mr. Michael C. Parado EPS II	Workplace Ethics and Professionalism Mr. Ariem V. Cinco Administrative Officer V
10:30AM – 12:00NN	Results-based Performance Management System Mr. Rodel V. Rosales EPS	Legal Framework: Employment Laws and Regulations Atty. Maureen Charisse A. Maltos SEPS
12:00NN-1:00PM	Lunch	Lunch
1:00PM-3:00PM	Comprehensive Guide to Employee Leave, Benefits, Suspensions, and Workplace Support Ms. Eva D. Rosales Administrative Officer V	The First 60 Days in the Office Mr. Clark Dave P. Arante EPS II
3:00PM-4:30PM	DepEd's National Quality Management System Dr. Rita R. Dimakiling Chief, PPRD	Ways Forward and Closing Program

Prepared by:


CLARK DAVE P. ARANTE
Education Program Specialist II

Noted by:


ALEJANDRA B. LAGUMBAY PhD
HRDD Chief

Enclosure 2 of RM no _____, s 2023

LIST OF PARTICIPANTS

No	Name	Division
1	ALLAN PAUL O. LACAMBRA	AD-GSU
2	JEFFRY B. RAMOS	AD-GSU
3	KRIS L. FABI	AD-GSU
4	CHRISTINE S. AGNER	AD-Records
5	JHON MENARD B. FUNA	AD-PS
6	RASSEL P. ESCOLANO	CLMD-GEC
7	GRACE K. VELARDE	CLMD-GEC
8	JAN VAUGHN E. ATILLO	CLMD-GEC
9	CHONA P. MUNDA	CLMD-GEC
10	PENELOPE L. SOLIS	ESSD
11	ANGELICA C. RODRIGUEZ	ESSD-HNU
12	MARY GRACE ANTIVO	Finance Division
13	HAYDELYN M. AVILA	Finance Division
14	JONATHAN C. LAGUNZAD	Finance Division
15	JUDY Y. NIRZA	Finance Division
16	GERLEC C. CAANDOY	HRDD
17	PAMELLA U. SEROJALES	HRDD

Prepared by:


CLARK DAVE P. ARANTE
 Education Program Specialist II

Noted by:


ALEJANDRA B. LAGUMBAY PhD
 HRDD Chief



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

June 5, 2023

OFFICE MEMORANDUM

No. **330** s. 2023

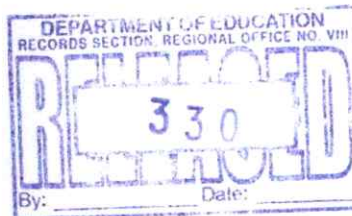
INDUCTION PROGRAM FOR THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL

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

1. This Office, through the Human Resource Development Division (HRDD), shall conduct the Induction Program for the Newly-Hired Regional Office Personnel on **August 2-3, 2023** at **RELC NEAP-RVIII, DepEd RO8 Compound, Government Center, Candahug, Palo.**
2. The activity aims to:
 - a. orient participants on the organization's policies and procedures, responsibilities, rights and privileges; and
 - b. develop participants' confidence about self and the organization.
3. The participants to this activity are the newly-hired regional office personnel and shall be identified in a separate issuance.
4. Incurred expenses during the conduct of this activity such as meals, snacks and venue rental shall be charged to local funds subject to usual accounting and auditing rules and procedures.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director *EF*

HRDD- CPDA



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Enclosure 1 of RM no _____, s 2023

INDUCTION PROGRAM FOR THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL

August 2-3, 2023

RELC NEAP-R, DepEd Regional Office VIII Compound, Government Center, Palo


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12:00NN-1:00PM	Lunch	Lunch
1:00PM-3:00PM	Comprehensive Guide to Employee Leave, Benefits, Suspensions, and Workplace Support	The First 60 Days in the Office
3:00PM-4:30PM	DepEd's National Quality Management System	Ways Forward and Closing Program

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