



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

January 22, 2025

**OFFICE MEMORANDUM**

AD-2025- **049**

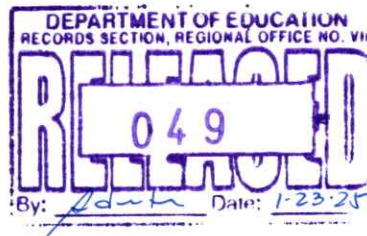
**CONDUCT OF INITIAL ORIENTATION OF THE  
NEW ENTRANT EMPLOYEES**

To: **DepED Regional Office VIII Employees  
All Others Concerned**

1. To ensure awareness of the office policies, rules, and regulations, this Office through the Administrative Division shall conduct an initial orientation to the new entrant employees whether regular, contractual, government internship program beneficiaries, and student interns, immediately upon assumption to duty for at least thirty (30) minutes.
2. The initial orientation shall be conducted by the Chief of the Administrative Division or his/her authorized representative.
3. Attached is a copy of the guide on the conduct of the initial orientation for reference.
4. For information and guidance.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director 

AD-PS-EDR





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**Administrative Division**

**Guide for the Initial Orientation of the New Entrant Employees**

**A. Administrative Matters**

1. Official Time:
  - 8:00am to 12:00pm, 1:00pm-5:00pm
2. Use of Biometrics Machine
  - 15 minutes interval from time out to time in during lunch time
3. Logbook at the Guard House
  - to be accomplished by the Guard on duty (inform Guard for IN and OUT)
4. Employee's logsheet at the assigned Functional Division
  - to be accomplished by the employee
5. Use of Locator Slip
  - for official business (good for 1 day only)
6. Individual Pass Slip
  - for personal business
  - deductible from the leave credits for permanent employees and from the salary for the contract of service employees
7. Use of travel authority template
  - for more than 1 day transaction
8. Proper Dress Code
  - Dress Code Prescribed for all Government Officials and Employees per CSC Memorandum Circular
  - Note: Wearing of sando, sleeveless, shorts, and slippers are not allowed
9. Request for entry
  - to be accomplished when reporting to office during weekends and holidays
10. For overtime services of permanent employees claiming for Compensatory Overtime Credits (COC)
  - Accomplish Request for Overtime Services
11. For overtime services of Contract of Service employees
  - Approval from the Regional Director shall be sought through a letter of the concerned Chief or Memorandum
12. Daily Time Record
  - Submit one (1) copy with complete attachments to the Personnel Section
  - Deadline of submission is every 5<sup>th</sup> of the following month or last working day before the 5<sup>th</sup>



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13. Application for Leave (for Permanent employees)
  - Vacation Leave, Forced Leave, COC, SPL must be filed at least 5 days before the schedule of leave
  - Sick Leave must be filed immediately upon return to office up to 6 days (for half day and more than 5 days – attach medical certificate)
14. Use of Client Satisfaction Measurement (CSM)
  - To be assisted by the Staff assigned at the Visitor's Lounge
15. For drivers
  - Use of passenger's satisfaction survey, gasoline, trip ticket, travel order

**B. Overview of the Agency's International Organization for Standardization (ISO)**

- a. DepEd Quality Policy Statement
- b. Quality Management Teams

**C. Overview of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Accreditation**

- a. Recruitment, Selection, and Placement (RSP)
- b. Learning and Development (L&D)
- c. Performance Management (PM)
- d. Rewards and Recognition (R&R)

**D. Duties and Functions of the Position**

- Refer to the Position Description Form (PDF) for permanent employees
- Refer to the Contract of Service for Contract of Service employees
- Specific duties and functions shall be provided by the Immediate Superior

*Note: An Induction/ Onboarding Program for the new entrants shall be conducted by the Human Resource Development Division in a separate schedule.*

Oriented by:

\_\_\_\_\_  
Chief, Administrative Division/  
Authorized Representative

Conforme:

\_\_\_\_\_  
New Entrant Employee

Date: \_\_\_\_\_



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