



Republic of the Philippines
Department of Education
Northern Mindanao – Region X
DIVISION OF OZAMIZ CITY
City of Ozamiz



DIVISION MEMORANDUM
No. 019 , s. 2016

TO : Chief Education Supervisors (CID/SGOD)
Accountant III
Administrative Officer V (Administrative Services)
Public Elementary/Secondary School Heads
Concerned Personnel
This Division

DATE : January 18, 2017

SUBJECT : **CONDUCT OF NON-TEACHING PERSONNEL INDUCTION PROGRAM**

1. In order to gain valuable information regarding the organization and how the newly-hired personnel are expected to integrate with it, this Office conducts the **Non-Teaching Personnel Induction Program** on January 25-27, 2016, 8:00 a.m. – 5:00 p.m. at JOYRRISSEM, Don Anselmo Bernad Avenue, Ozamiz City.

2. Specifically, the program aims to:

a) orient beginning non-teaching personnel about the Organizational Structure, Code of Conduct and Ethical Standards for Public Officials and Employees, Career Pathways, Dress Code, Social Media Ethics, Administrative Rules and Procedures, and other related issues;

b) start the employees off with the right information to ensure maximum efficiency and productivity; and

c) help them improve their morale and feelings about the new job and organization they have joined.

3. There shall be No Registration Fee since the training expenses, materials and meals shall be taken from Human Resource Training and Development (HRTD) funds.

4. Attached are the List of Participants and the Program Matrix.
5. Queries regarding this matter can be relayed to *Imelda D. Pongase, SEPS (Human Resource Learning and Development)* at 09072905030.


REBONGAMIL R. BAGUIO
Schools Division Superintendent

Enclosure 1

List of Participants

- | | |
|---------------------------|-----------------|
| 1. Amodia, Darreyl Mae | San Antonio NHS |
| 2. Anchez, Mary Saidee | Pulot NHS |
| 3. Bolanio, April Joy | Kinuman NHS |
| 4. Carolino, Jeanelie | Division Office |
| 5. Dagaas, Claire | Division Office |
| 6. Digal, Glaiza | Labo NHS |
| 7. Dumaog, Ric Vincent | Division Office |
| 8. Engracia, Daryl Henry | Division Office |
| 9. Gacasan, Ninemar | OCSAT |
| 10. Garbo, Job | Division Office |
| 11. Gerondio, Analyn | OCNHS |
| 12. Guangco, Maria Elena | Labo NHS |
| 13. Labadan, Diana Joy | Tabid NHS |
| 14. Madjos, Mary Bone | Labo NHS |
| 15. Ozaraga, Jan Lianne | Division Office |
| 16. Pranciliso, Julie | Division Office |
| 17. Quiday, Michelle Ann | Labinay NHS |
| 18. Rigodon, Kristine | Division Office |
| 19. Rosario, Anne Soraida | Division Office |
| 20. Yoldan, Abigail | Division Office |



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NON-TEACHING PERSONNEL INDUCTION PROGRAM
 January 25-27, 2017

TIME	DAY 1 (January 25, 2017)	DAY 2 (January 26, 2017)	DAY 3 (January 27, 2017)
8:00-8:30	OPENING PROGRAM	Management of Learning (MOL)	Management of Learning (MOL)
8:30-9:30	ORGANIZATIONAL STRUCTURE (Rebonfanti R. Bagoio)	SOCIAL MEDIA ETHICS (Fernando D. Simonlong)	STRESS MANAGEMENT (Dr. Alice Fe C. Paderanga)
9:30-9:45		COFFEE BREAK	
9:45-10:45		ADMINISTRATIVE RULES AND PROCEDURES (Maria Paula Teresita D. Rubio)	EFFECTIVE COMMUNICATION SKILLS IN THE WORKPLACE (Arlene C. Via)
10:45-12:00	CODE OF CONDUCT & ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES (RA 6713) (Maria Paula Teresita D. Rubio)		
12:00-1:00		LUNCH BREAK	
1:00-2:00	CAREER PATHWAYS (Anaclea A. Gacasan)	DRESS CODE/SS IN THE OFFICE (Susan Epifania B. Carpio)	RPMS (Phases 1 and 2) (Maria Paula Teresita D. Rubio)
2:00-3:00	PROGRAMS & PROJECTS of DEPED (Anaclea A. Gacasan)	MONEY TALKS (Eulatio S. Ruppina)	RPMS (Phases 3 and 4) (Angelita M. Maribojoc)
3:00-3:15		COFFEE BREAK	
3:15-4:00	<ul style="list-style-type: none"> • Special Science Elementary School • Multigrade Education • SPA • SPED Center/ Schools • Every-Child-A-Reader-Program (ECARP) • Alternative Learning System (ALS) • Indigenous People (IP) Education • Open High School Program 		
4:00-5:00		BENEFITS AND PRIVILEGES OF NON-TEACHING PERSONNEL (Maricel D. Avila)	Closing Program