

## 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

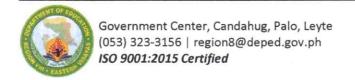
#### INDUCTION PROGRAM OF THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL

- 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. UÝTICO EdD, CESO IV

Director IV & tw

HRDD-CDPA



DepEd RO8 ATA-F16 (CY2018-v03-r00)

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PROJECT

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### 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	

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# 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	<b>Dr. Harvie D. Villamor</b> Chief, HRDD		
	Presentation of Participants,			
	Resource Persons, PMT			
	Message	<b>Dr. Ramir B. Uytico, CESO IV</b> 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	<b>Dr. Alejandra B. Lagumbay</b> 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	<b>Ms. Eva D. Rosales</b> 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)  • 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			