

Republic of the Philippines

Department of EducationREGION VIII - EASTERN VISAYAS

July 13, 2020

OFFICE MEMORANDUM

No. 267 , s. 2020

To: Regional Office Division Chiefs

Section/Unit Heads All Others Concerned

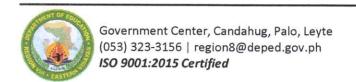
CORRIGENDUM TO OM-2020-258 RE: INDUCTION PROGRAM OF THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL

- 1. The conduct of the Induction Program of the Newly-hired Regional Office Personnel stipulated in Office Memorandum No. 258, s 2020 dated July 7, 2020 shall be rescheduled on **July 17, 2020, 8:00AM**.
- 2. All other provisions in the previous issuance consistent to this Memorandum shall remain in force and in effect.
- 3. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO IV

Director IV # DW

HRDD-CDPA







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

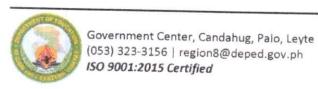
INDUCTION PROGRAM OF THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL

- 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.
- 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 A twi

HRDD-CDPA







Enclosure 1 of OM No 2 5 1, s 2020

LIST OF PARTICIPANTS

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

Enclosure 2 of OM no	7.	s 2020
	1	

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	
200414.2.2	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. Malto 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	
2:00PM-1:00PM	Lunch	T. KLOTTCY 14	
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	
:00PM-4:00PM	Quality Management System (QMS) • Quality Management Representative (QMR)	ISO Team Leaders/ Representatives	
	 Process Quality Review (PQR) Documented Information Team (DIT) Workplace Improvement Team (WIT) Capacity Building Team (CBT) 		
00PM-4:30PM	Open Forum		
30PM-5:00PM	Closing Program/ Giving of Certificates		