



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

July 30, 2021

OFFICE MEMORANDUM

No. **000349**s. 2021

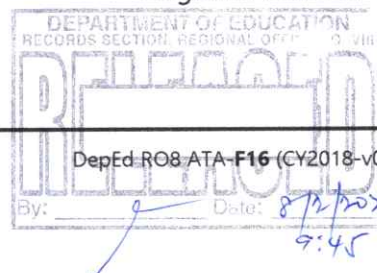
To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

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 August 20, 2021, 8:30AM 5:00PM via online platform.
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. The identified participants are advised to be at their respective offices during the conduct of this activity to maintain physical distancing throughout the duration of the activity. They are likewise required to register online through the link <https://bit.ly/RO8Induction2021> on or before August 17, 2021. They shall be notified with the link to the virtual room upon registration.
5. Provision of snacks and lunch for the participants shall be charged against the Operational and Professional Development for Non-teaching Personnel Fund for FY 2021, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

HRDD-CDPA



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ISO 9001:2015 Certified

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LIST OF PARTICIPANTS

No.	Name	Functional Division/Unit/Section
1	MA. JEANITA C. DIONGON	AD-Proper
2	ARIEM V. CINCO	AD-RS
3	MARJORIE B. SACAY	CLMD-LRMS
4	DENCHRIS M. LOPEZ	Finance Division
5	JAY POCHOLO B. CULAS	Finance Division
6	REYLYN S. ESOY	Finance Division
7	RASHEIL R. LABITA	HRDD
8	RODEL V. ROSALES	HRDD
9	ROGELIO O. TICOY, JR.	HRDD-NEAP-R
10	MELCHOR A. CORDOVA	OARD
11	VANESSA B. TAMPADONG	ORD Proper
12	MARY JOY S. CABALUNA	ORD-LU

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Ma. Gemma Mercado Ledesma	Activity Manager
Bibiano I. Sentillas, CESO V	Co- Activity Manager
Harvie D. Villamor	Onsite Manager
Alma B. Suyom	Finance Manager
Rita R. Dimakiling	QAME Manager
Clark Dave P. Arante	Co-Onsite Manager
Alejandra B. Lagumbay	HRDD Staff
Rowena T. Vacal	
Rodel V. Rosales	
Dina S. Superable	
Michael C. Parado	
May Ann B. Ladrera	

Enclosure 2 of OM no. 000349, s. 2021

INDUCTION PROGRAM OF THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL ACTIVITY MATRIX

August 20, 2021 (8:30 AM-5:00PM)

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	Bebiano I. Sentillas, CESO V <i>Schools Division Superintendent</i> <i>OIC-Assistant Regional Director</i>
	Statement of Purpose	Harvie D. Villamor <i>Chief, HRDD</i>
	Presentation of Participants, Resource Persons, PMT	
	Message	Ma. Gemma Mercado Ledesma <i>Regional Director</i>
	DepEd RO VIII Hymn	
9:00AM-9:20AM	Mandate, Vision, Mission, Core Values (VMV), and Strategic Directions	Mr. Clark Dave P. Arante <i>Education Program Specialist II</i>
9:20AM-9:40AM	DepEd Organizational Structure and Processes	
9:40AM-10:20AM	Results-Based Performance Management System	Mr. Rodel V. Rosales <i>Education Program Supervisor</i>
10:20AM-11:00AM	Role of DepEd RO8 personnel in the Prime-HRM	Dr. Alejandra B. Lagumbay <i>Education Program Supervisor</i>
11:00AM-12:00PM	Code of Conduct and Ethical Standard for Public Officials and Employees (RA 6713)	Atty. Eleanor D. Calumpiano <i>Attorney IV</i>
	Rules on Administrative Cases in the Civil Service	
12:00PM-1:00PM	Lunch	
1:00PM-2:00PM	Customized Recruitment, Selection, Placement Processes and other related concerns	Ms. Eva D. Rosales <i>Administrative Officer V</i>
	Administrative Matters (DTR, Leave, Absenteeism & Tardiness, Observance of Activities, ARTA, Privileges and others)	Ms. Mercedes D. Sarmiento <i>Chief Administrative Officer</i>
2:00PM-4:00PM	Quality Management System (QMS) <ul style="list-style-type: none"> • 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	