



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

June 5, 2023

**OFFICE MEMORANDUM**

No. **330** s. 2023

**INDUCTION PROGRAM FOR THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL**

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

1. This Office, through the Human Resource Development Division (HRDD), shall conduct the Induction Program for the Newly-Hired Regional Office Personnel on **August 2-3, 2023** at **RELC NEAP-RVIII, DepEd RO8 Compound, Government Center, Candahug, Palo.**
2. The activity aims to:
  - a. orient participants on the organization's policies and procedures, responsibilities, rights and privileges; and
  - b. develop participants' confidence about self and the organization.
3. The participants to this activity are the newly-hired regional office personnel and shall be identified in a separate issuance.
4. Incurred expenses during the conduct of this activity such as meals, snacks and venue rental shall be charged to local funds subject to usual accounting and auditing rules and procedures.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *81*

HRDD- CPDA



Enclosure 1 of RM no \_\_\_\_\_, s 2023

**INDUCTION PROGRAM FOR THE NEWLY-HIRED REGIONAL OFFICE PERSONNEL**

August 2-3, 2023

RELC NEAP-R, DepEd Regional Office VIII Compound, Government Center, Palo

**Activity Matrix**

<b>Time/Day</b>	<b>Day 1</b>	<b>Day 2</b>
8:30AM -9:00AM	Opening Program	Management of Learning
9:00AM -10:30AM	Understanding the DepEd's Organizational Structure	Workplace Ethics and Professionalism
10:30AM – 12:00NN	Results-based Performance Management System	Legal Framework: Employment Laws and Regulations
12:00NN-1:00PM	Lunch	Lunch
1:00PM-3:00PM	Comprehensive Guide to Employee Leave, Benefits, Suspensions, and Workplace Support	The First 60 Days in the Office
3:00PM-4:30PM	DepEd's National Quality Management System	Ways Forward and Closing Program

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Noted by:

  
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