



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

March 18, 2024

OFFICE MEMORANDUM
HRDD-2024- **172**

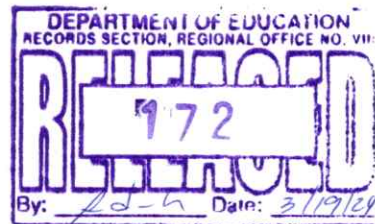
**INDUCTION PROGRAM FOR THE NEWLY HIRED REGIONAL
OFFICE PERSONNEL**

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 15-16, 2024**, 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 against 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

HRDD- CPDA



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

Enclosure 1 of RM no 172 s 2024

INDUCTION PROGRAM FOR THE NEWLY HIRED REGIONAL OFFICE PERSONNEL

August 15-16, 2024

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

Activity Matrix

Time/Day	Day 1	Day 2
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

Prepared by:


CLARK DAVE P. ARANTE
 Education Program Specialist II

Noted by:


HARVIE D. VILLAMOR EdD
 HRDD Chief

