

ENGR. CESAR'S COPY :



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF ILIGAN CITY



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DIVISION MEMORANDUM



NO. 26, s. 2017

To: Schools Governance and Operations Division
Curriculum Implementation Division
Public Schools District Supervisors
Secondary School Heads
Senior High School Non-Teaching Personnel
All Others Concerned

Subject: INDUCTION PROGRAM FOR SENIOR HIGH SCHOOL NON-TEACHING PERSONNEL

Date: February 21, 2017

1. To ensure an effective and efficient delivery of quality services, this office enjoins the thirty-two (32) newly appointed non-teaching personnel in the senior high school of this division to attend the "Induction Program" on March 7-9, 2017 at the Division Conference Hall.
2. This upholds the following objectives:
 - a. To orient the newly-appointed non-teaching personnel in terms of their roles and functions as government employees;
 - b. To identify their strengths and address their weaknesses as individual public servants;
 - c. To train them on how to discharge their roles and functions efficiently and effectively; and
 - d. To actualize their respective roles and functions through workshops and other related activities
3. The complete list of the participants is in the attached enclosure.
4. Immediate and wide dissemination of this memorandum is highly desired.


RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent 

SGOD/omar

**INDUCTION PROGRAM FOR SENIOR HIGH SCHOOL
NON-TEACHING PERSONNEL**

March 7-9, 2017 @ Division Conference Hall

Time	Topic / Activity		
	Day 1: March 7, 2017	Day 2: March 8, 2017	Day 3: March 9, 2017
8:00 – 9:00		DepEd Organization: Its VMGO, Roles and Functions, and the K to 12 Education Speaker: Dr. Roberto D. Napere Jr.	GSIS Programs and Benefits Speaker: Mr. Alexis D. Arumpac
9:00 – 10:00		Oral and Written Communication Speaker: Dr. Alicia E. Anghay	Philhealth Programs and Benefits Speaker: Ms. Christine Mae G. Magno
10:00 – 10:30		<i>Snack Break</i>	<i>Snack Break</i>
10:30 – 12:00		Citizens' Charter, Administrative Discipline, Professionalism and Teamwork Speaker: Mr. Celso C. Atable Jr.	PAGIBIG Programs and Benefits Speaker: Ms. Vina V. Quiambao Closing Program
12:00 – 1:00	Arrival and Registration	<i>Lunch Break</i>	
1:00 – 1:30	Opening Program	Performance Management Speaker: Dr. Olga C. Alonsabe	
1:30 – 2:00	Levelling of Expectation Speaker: Dr. Omar Q. Hussien		
2:00 – 3:00	Code of Ethics and Civil Service Rules Speaker: Ms. Alona B. Carumba		
3:00 – 3:30	<i>Snack Break</i>	<i>Snack Break</i>	
3:30 – 4:15	Continuation	Records Management Speaker: Ms. Hasmin R. Maloloy-on	
4:15 – 5:00		Stress Management Speaker: Ms. Ma. Corazon T. Limbo	

**INDUCTION PROGRAM FOR SENIOR HIGH SCHOOL
NON-TEACHING PERSONNEL**

February 20-22, 2017 @ Division Conference Hall

List of Participants

ASSIGNMENT	NAME	NO.
EXECUTIVE COMMITTEE		
	RANDOLPH B. TORTOLA, CESO V Schools Division Superintendent	1
	OLGA C. ALONSABE, PH.D. Asst. Schools Division Superintendent	2
WORKING COMMITTEES		
	COLITA E. PEPITO, Ed.D., LLB, RN SGOD Chief ES / Over-all Chairman	11
	BLAIR D. CASTILLON, Ph.D. SGOD EPSvr / Co-Chairman	15
Planning and Technical:		
	Chairman: OMAR Q. HUSSIEN, Ph.D. Co-Chair: ERLINDA N. BASMAYOR, Ph.D.	19
Program and Certificates:		
	Chairman: ROBERTO L. DECHOS JR., Ph.D. Co-Chair: BRAINDOL O. ABAD	24
Multimedia Presentation and Documentation:		
	Chairman: ENGR. CESAR D. BASTIDA Co-Chair: ENGR. LYNDON VER G. INDING	28
Secretariat / Attendance:		

Chairman: SHIELA G. CAWALING-BASTIDA
Co-Chair: ESNAIRA B. GATO

**INDUCTION PROGRAM FOR SENIOR HIGH SCHOOL
NON-TEACHING PERSONNEL**

March 7-9, 2017 @ Division Conference Hall

List of Participants:

	NAME	POSITION	ASSIGNMENT
1	AMBOAYAN, GLENN PAUL P.	Administrative Assistant II	Suarez NHS
2	ARCAY, ROBERT JAY A.	Administrative Aide III	Suarez NHS
3	BONGGA, JICK PHILIP F.	Administrative Officer II	ICNHS
4	BULOS, NEIL A.	Administrative Assistant II	ICNHS
5	BUTON, HERBERT E.	Watchman I	ICNSF
6	CABIGON, ALEXIS MAE U.	Administrative Assistant II	ICENHS
7	CAHANAP, JENNY T.	Administrative Aide III	ICNHS
8	CUBA, JINNY G.	Administrative Assistant II	ICNSF
9	FUENTES, JULIETA A.	Administrative Assistant II	ICENHS-Kiwalan
10	GANOB, GRACE Y.	Registrar I	ICNHS
11	JAPUS, CIELO N.	Administrative Aide III	Maria Cristina NHS
12	JASMA, CHEMABEL CLAIRE B.	Administrative Assistant II	Maria Cristina NHS
13	LEBUMFACIL, DONNAH MAE C.	Administrative Assistant II	Pugaan NHS
14	LUZON, CLAUDINE G.	Administrative Aide III	Tomas Cabili NHS
15	MACARAYO, AL FRANCIS L.	Guidance Counselor I	Tomas Cabili NHS
16	MANGONDATO, ALINOR M.	Project Development Officer I	ICNHS
17	NADAYAG, REGINALD N.	Administrative Assistant III	Dalipuga NHS
18	OSABEL, JOARNE JAY I.	Administrative Assistant II	Abuno HS
19	OUANO, DEBIE L.	Administrative Assistant II	ICNHS
20	PABALATE, DENIECE MILKA M.	Administrative Assistant II	Dalipuga NHS
21	PANOLONG, MARY ANN J.	Administrative Assistant II	Acelo Badelles MHS
22	PARMISANA, CHARLY B.	Administrative Assistant II	Division Office
23	PEREZ, BETHOVEN L.	Administrative Assistant II	Division Office
24	QUICOY, ROSIE C.	Administrative Assistant II	Tomas Cabili NHS
25	QUIJANO, JULIE T.	Administrative Officer II	ICENHS
26	QUITAT, GRACE U.	Administrative Assistant II	Maria Cristina NHS - Ditucalan
27	RAMIREZ, LIANNE DANIELLE M.	Nurse II	Division Office
28	SEPRIA, NORMA T.	Administrative Officer I	ICNHS
29	TEJADA, MARICRIS T.	Guidance Counselor I	Maria Cristina NHS
30	TUMAMPIL, BERNADETTE H.	Administrative Assistant II	ICENHS-Santiago
31	VERGARA, EVANGELYN P.	Guidance Counselor I	ICNHS
32	ZALSOS, FELAND MAE B.	Administrative Assistant II	ICENHS-Hinaplanon