



Republic of the Philippines
Department of Education
 REGION X
SCHOOLS DIVISION OF GINGOOG CITY

DEPARTMENT OF EDUCATION
 DIVISION OF GINGOOG CITY

RELEASED

BY _____
 DATE 10-16-20 TIME: 2:49

**Office of the Schools Division
 Superintendent**

October 15, 2020

Division Memorandum
 No. 410, s. 2020

**ORIENTATION FOR THE NEWLY APPOINTED
 ADMINISTRATIVE OFFICERS II**

To : Assistant Schools Division Superintendent
 Chief – Curriculum Implementation Division
 Chief – Schools Governance and Operations Division
 Education Program Supervisors
 District Supervisors
 All Others Concerned

1. This Office advocates the importance of onboarding process. Part of the said process is the orientation which marks the beginning of the onboarding journey. Thus, an Orientation for the Newly Appointed Administrative Officer II shall be conducted on October 22, 2020 at the Division Conference Hall.
2. This orientation aims to:
 - a. Establish understanding on the different policies they need to observe while working.
 - b. Build connection between performing work and observing norms.
 - c. Appreciate the department they are serving.
3. Participants to this orientation are the nine (9) newly appointed administrative officers. However, one newly appointed (1) administrative assistant and one (1) administrative aide will be joining the said orientation. Please refer to attached list.
4. The Program Management Team, composed of the facilitators and resource speakers, are enjoined to be present during the conduct of the activity.

<i>Resource Speakers</i>	<i>Facilitators</i>
SDS Jesnar Dems S. Torres ASDS Mary Ann M. Allera Chief Joy C. Mangubat AO Gemro G. Rosiolado HRMO Jasper C. Bungalon	SEPS Mitchel V. Rodriguez EPS-II Carmila J. Lauzon Jerome L. Lauzon



Address: National Highway, Brgy 22, Gingoog City
Tel. No.: (+632) 328-0108/0118
Email: gingoog.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF GINGOOG CITY

5. Attached is the Matrix of Activities for guidance.
6. Expenses incurred during the conduct, such as meals and materials, shall be charged against local funds subject to the usual accounting and auditing policies, rules and regulations.
7. For guidance and implementation.

JESNAR DEMS S. TORRES, PhD, CESO VI
Schools Division Superintendent



Address: National Highway, Brgy 22, Gingoog City
Tel. No.: (+632) 328-0108/0118
Email: gingoog.city@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION X
SCHOOLS DIVISION OF GINGOOG CITY

Enclosure to Division Memorandum No. 410, s. 2020
 Attachment No. 1: Matrix of Activities

Orientation for the Newly Appointed Administrative Officers II
 Date: October 22, 2020

TIME	DAY 1	
	Topic	Focal Person
7:30-8:00	Arrival	
8:00-8:30	Opening Program	
8:30-10:00	The Department of Education	SDS Jesnar Dems S. Torres
10:00-11:00	Philippine Codes of Conduct and Ethical Standards for Public Officials and Employees	AO Gemro G. Rosiolado
11:00-12:00	DepEd Policies and Employees Benefits	HRMO Jasper C. Bungalon
12:00-1:00	Lunch Break	
1:00-2:00	Duties, Functions and Responsibilities of an Administrative Officer II	ASDS Mary Ann M. Allera
2:00-3:00	Etiquette and Grooming	Chief Joy C. Mangubat
3:00-3:30	<i>Break</i>	
3:30-5:00	Closing Ceremony	



Address: National Highway, Brgy 22, Gingoog City
 Tel. No.: (+632) 328-0108/0118
 Email: gingoog.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF GINGOOG CITY

Enclosure to Division Memorandum No. 410, s. 2020
Attachment No. 2: List of Participants

- Administrative Officers II
 1. Iris U. Carcido
 2. Juvy S. Sala
 3. Ronnell Joseph V. Salingay
 4. Marythel B. Espinoza
 5. Warlita S. Delima
 6. Melissa A. Talja
 7. Joan B. Racines
 8. Ken Eigel B. Tahud
 9. *(to be appointed)*

- Administrative Assistant III
 1. Daisy M. Ba-a

- Administrative Aide III
 1. Grace G. Ba-a



Address: National Highway, Brgy 22, Gingoog City
Tel. No.: (+632) 328-0108/0118
Email: gingoog.city@deped.gov.ph

