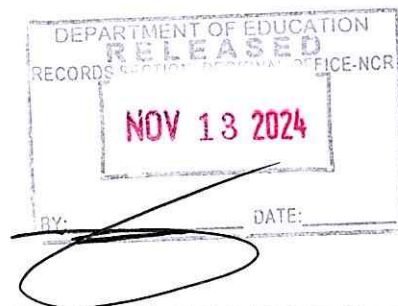




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



November 8, 2024

REGIONAL MEMORANDUM

No. 1191 s. 2024

To: Schools Division Superintendents
Regional Office Functional Division Chiefs
Regional Office Units and Section Heads
All Others Concerned

**REGIONAL OFFICE PROPER INDUCTION PROGRAM AND FINALIZATION OF
INDUCTION PROGRAM MODULES FOR NON-TEACHING PERSONNEL**

1. Pursuant to the implementation of CSC PRIME HRM systems and procedures, this Office informs the following Non-Teaching Personnel to undergo an induction program on **November 27-29, 2024** at **NEAP Marikina**.
2. This program aims to:
 - a. Institute awareness on employee benefits, professionalism, gender sensitivity, various office processes, systems, and financial procedures vis-à-vis established office citizen charter.
 - b. Amplify alignment of one's function and performance commitment with the DepEd's Vision, Mission, and Mandates.
 - c. Be equipped with the basic competencies needed in their position.
3. Participants in this activity are requested to bring a laptop, and extension cord as completion of outputs will be accomplished in the venue. Further, please be reminded to bring maintenance medications (if any).
4. Please refer to the following enclosures for details:
 - a. Indicative Program of Activities
 - b. List of Participants
5. The board and lodging and other incidental expenses incurred in this activity shall be charged against the RO MOEE while transportation expenses of SDO participants shall be charged against local fund subject to usual accounting and auditing rules and regulations.
6. For queries, please contact Dr. Rhea B. Eden at 09177358913 or by email at rhea.eden@deped.gov.ph.



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7. Immediate dissemination of this Memorandum is directed.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

NRD/11/



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Enclosure 1. **Indicative Program of Activity**

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

Start	End	Duration (Mins.)	Activity	In-Charge/ Recourse Person
DAY 1: November 27, 2024				
8:00 AM	8:30 AM		Call Time and Arrival	
8:30 AM	9:00 AM		REGISTRATION	HRDD
9:30 AM	10:00 AM	30	PRELIMINARIES Nationalistic Song Prayer NQMS Acknowledgment of Participants Statement of Purpose Inspirational Message Introduction of Subject Matter Experts & Learning Facilitators	MUNTAPARLAS CLUSTER HAJJI R. PALMERO CES, HRDD-NEAP JOCELYN DR ANDAYA Director IV LEAH AILAH C. VICENCIO EPS II, HRDD-NEAP
10:00 AM	10:15 AM	15	SNACKS	
10:15 AM	11:00 AM	45	Session 1. Context of the Organization	Lilia Ricero
11:00 AM	12:00 NN	60	Session 2. Personnel Policies & Standards and Discipline	Jarred Robea
12:00 NN	1:00 PM	60	LUNCH	
1:00 PM	2:00 PM	60	Session 3. Duties and Responsibilities as DepEd Employee	Atty. Joylyn P. Dulnuan
2:00 PM	2:15 PM	15	SNACKS	
2:15 PM	3:15 PM	60	Session 4. Employee compensation, benefits, & Leave Credits	Elsa P. Mariano
3:15 PM	4:15 PM	60	Session 5: Financial Matters & Processes	Naynie L. Ducut
4:15 PM	4:45 PM	30	Workshop on Financial Process and Document Preparation	
4:45 PM	5:00 PM	15	Reminders and accomplishment QAME	



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6:30 PM	7:30 PM	DINNER	
DAY 2: November 28, 2024			
6:30 AM	7:30 AM	BREAKFAST	
7:30 AM	8:00 AM	DAILY ATTENDANCE	
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer/ Attendance Check
			HRDD
8:30 AM	9:30 AM	60	Session 5. SAFE SPACES ACT
			Yassema C. Macabando
9:30 AM	9:15 AM	15	SNACKS
9:15 AM	10:15 AM	60	Session 6. Mainstreaming Gender and Development in the Workplace
			Rhea B. Eden
10:15 AM	11:15 AM	60	Session 7. Performance Planning and Commitment
			Noemi Velario
11:15 AM	12:00 NN	45	WORKSHOP
12:00 NN	1:00 PM	60	LUNCH
1:00 PM	2:00 PM	60	Session 8. Performance Coaching and Feedback
			Melvin Willy B. Roque II
2:00 PM	3:00 PM	60	Session 9. Performance Review and Evaluation
			Josefino Pogoy Jr.
3:00 PM	3:15 PM	15	SNACKS
3:15 PM	4:15 PM	60	Performance Rewards and Development Planning
			Christian T. Español
4:15 PM	5:15 PM	60	Learning Development for Performance Enhancement
			Ivy Romano
6:30 PM	7:30 PM	DINNER	
DAY 3: November 29, 2024			
6:30 AM	7:30 AM	BREAKFAST	
7:30 AM	8:00 AM	DAILY ATTENDANCE	
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer/Attendance Check
			HRDD
8:30 AM	9:30 AM	60	Workshop
9:30 AM	9:45 AM	15	SNACKS
9:45 AM	10:45 AM	60	WORKSHOP
10:45 AM	12:00 NN	75	Presentation of Outputs and Closing Program
12:00 NN	1:00 PM	60	LUNCH
HOMEBOUND			



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Enclosure 2. **LIST OF PARTICIPANTS**

	NAMES	POSITION	Station/SDO
Inductees	Nika A. Diaz	ADA VI	HRDD-NEAP
	Richard D. Vidal	EPS II	HRDD NEAP
	Arren V. Aduan	EPS	HRDD NEAP
	Michaela Antonio	ADA II	Procurement
	Abegail J. Ortega	ADA IV	Personnel Section
	Ma. Cristina F. Morillos	Accountant I	Finance
	Erlie C. Broqueza	Accountant I	Finance
	Melody N. Jolo	AO I	CASH Section
	Romar Roentgent I. Balanao	Accountant III	Finance
	Leah Ailah Vicencio	SEPS	HRDD-NEAP
	Kanna Katrina Magdangan		ESSD
	Eunice Labon		ESSD
	Minalyn Morante		ESSD
	Angelyn Ann Baylosis		ESSD
	Celine De Torres Rocafort		ORD-LEGAL
	Badart T. Jadjuli		ORD-LEGAL
	Angilika Asia		QAD
	Myles Jamie S. Garcia		HRDD-NEAP
	Riel B. Codilla		ASD-RECORDS
	Donette Dacles		ASD-RECORDS
Maria Alexis G. Llaguno		ORD	
Induction Module Writers and Facilitators	Elsa P. Mariano	AO V	Personnel Section
	Atty. Joylyn P. Dulnuan	CAO	ASD
	Lilia A. Ricero	OIC-Chief, EPS	PPRD
	Ivy Romano	SEPS-HRD	SDO Muntinlupa
	Noemi Velario	SEPS-HRD	SDO Marikina
	Josefino C. Pogoy Jr.	CES-CID	SDO San Juan
	Melvin Willy II B. Roque	PSDS	SDO Valenzuela
	Christian T. Español	EPS	HRDD
	Jarred Jay P. Robea	AO 2	SDO Las Pinas
	Yassema Macabando	Special Investigator III	ORD-LEGAL
Naynie L. Ducut	AO V	CASH Section	
Program Management Team	Rhea Eden	EPS	HRDD NEAP
	Don Ray V. Salvador	EPS II	HRDD NEAP
	Hajji R. Palmero	CES	HRDD NEAP