



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

12 Oct 2022

DIVISION MEMORANDUM
No. 452, s. 2022

**VIRTUAL ORIENTATION-WORKSHOP FOR ADMINISTRATIVE OFFICER II
BEFORE DEPLOYMENT TO THE SCHOOLS**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. To ensure that the Administrative Officer II employees who will be deployed in schools are capable to perform the tasks under their Key Result Area (KRA) for Personnel Administration, the Personnel Unit will conduct a **Virtual Orientation-Workshop on October 25-27, 2022**, details to wit:

Schedule	Topics for Discussion	Target Participants
October 25, 2022	Topic 1: Recruitment, Selection and Placement Topic 2: Compensation and Benefits	Administrative Officer II
October 26, 2022	Topic 3: Personnel Actions and Records	School heads may also join, if available
October 27, 2022	Topic 4: HR-related policies and processes	

2. Link will be provided to the target participants via email. "As this activity will be conducted virtually, participants are allowed to be under flexiplace arrangement on the aforementioned dates. The employee may opt to work either at his or her home/residence or at any agency satellite office (Division Office or any nearby school with stable internet connectivity). Certificate of participation issued at the end of the activity shall serve as basis for employee's attendance on the above-mentioned dates.



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

3. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. Dissemination and attendance to the above-stated activities will be well appreciated.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

MEETINGS

POLICY

PROGRAMS



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph