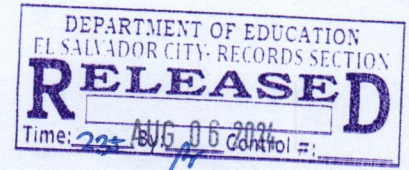




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY




06 Aug 2024

DIVISION MEMORANDUM
No. 302, s. 2024

**ONBOARDING OF NEWLY-HIRED TEACHING AND
NON-TEACHING PERSONNEL**

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

1. To help new hires adjust to their new role, define job responsibilities, performance expectations and orient them of the agency's mission, vision and values, all newly-hired personnel are hereby directed to attend an onboarding activity on August 9, 2024 at the Diamond Building Conference room, 8:30AM – 5:00PM. Expected participants and the flow activities are attached herewith for easy reference.
2. Participants shall bring with them pens, notebook and their own lunch and food for the activity.
3. This memorandum shall serve as your **authority to travel** and all travel and other incidental expenses shall be charged against local funds subject to the existing budgeting, accounting and auditing rules and regulations.
4. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). 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.
5. Immediate dissemination and compliance of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

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Address: Zone 3, Poblacion, El Salvador City
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Republic of the Philippines
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SCHOOLS DIVISION OF EL SALVADOR CITY

**PARTICIPANTS TO THE ONBOARDING ACTIVITY
AUGUST 9, 2024**

NAME	POSITION	STATION
MANGAYAN, ARJELYN BONAYOG	TEACHER I	ALS
MACA, JAY R MAGSAYO	TEACHER I	HIMAYA NHS
ESCALANTE, MARICAR YANA	TEACHER I	SAMBULAWAN NHS
LARETA, DONNA MAE SALASAYO	TEACHER I	KALABAYLABAY IS
RAPERAP, ERWIN TOMARONG	TEACHER I	SHS-KALABAYLABAY IS
SACULINGAN, JULIUS ALLAN SUMANDO	TEACHER I	SHS-SINALOC ES
RACHO, JUDE ADAM MAGSONGSONG	TEACHER I	SHS-COGON NHS
GENERAL, ANGELA INOTAO	TEACHER I	SHS-COGON NHS
DE GUZMAN, DEXBY PENASO	TEACHER I	SHS-EL SALVADOR CITY NHS
OTAMIAS, JEMWEL MABUGAY	TEACHER I	SHS-SAMBULAWAN NHS
BONGLAY, JOHNEVIE APUS	TEACHER I	SHS-HINIGDAAN NHS
OBLIGADO, MA. CECILIA UY	TEACHER I	SHS-COGON NHS
MATANOG, JUL ALVAN MACALAGUING	TEACHER I	SHS-SFDA NHS
BAHIAN, NICHOL GRACE	TEACHER I	SHS-MOLUGAN NHS
ROBLE, GABRIEL OMAMALIN	TEACHER I	SHS-COGON NGS
SANTOS, JAN KYLE AZCUNA	TEACHER I	SHS-ALS
MELLENDEZ, CYRA JIMMA ACERA	TEACHER I	BADIANGON ES
VILLAROYA, JOY ORAIS	TEACHER I	SAMBULAWAN ES
PERGES, VANGIE TIALA	TEACHER I	SFDA ES
BARINA, ROXAN MACARANDAN	TEACHER I	SFDA ES
BURAY, VANESSA VIRTUDAZO	TEACHER I	ULALIMAN ES
BALANSAG, EDWINA FABRICANTE	TEACHER I	SFDA NHS
BARING, ANGELICA BALBUTIN	TEACHER I	SINALOC ES
MABAO, ROWENA LEGASPI	TEACHER I	SAMBULAWAN ES
EBGOS, GINELA DAMASO	TEACHER I	TAYTAY ES
FABRO, MARK CHRISTIAN SIMAT	TEACHER I	SFDA NHS
JABUTAY, MARY ANN FABRIA	TEACHER I	HIMAYA NHS

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NAME	POSITION	STATION
CABILADAS, CRYSTAL GAY NAVARETTE	TEACHER I	ULALIMAN ES
PAUMAR, LEONORA ANN BATALLA	TEACHER I	KIBONBON ES
ATIS, WENDY NEIDO	TEACHER I	TAYTAY ES
PELECIO, JUDY ANN OCO	TEACHER I	HIMAYA NHS
PADERO, LERRY MAE MABAO	TEACHER I	MOLUGAN NHS
ARANGOSO, APPLE KIETH BALOLOT	ADMIN AIDE VI	SDO-OASDS
MAGRIÑA, RHEAMIE CANEOS	TEACHER I	HINIGDAAN ES
BULAT-AG, MELODY MOLION	TEACHER I	KALABAYLABAY IS
MEJOS, AIRENE CASTILLANO	TEACHER I	SHS-MOLUGAN NHS
SAGUING, ANDRIE CRIS LAID	TEACHER I	HINIGDAAN ES
SEGUROS, ARTURO SALAR	TEACHER I	SINALOC ES

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**TENTATIVE FLOW OF ACTIVITY FOR THE ONBOARDING
AUGUST 9, 2024**

TIME	ACTIVITY	PERSONNEL RESPONSIBLE
8:00 – 8:30 AM	Registration	Personnel Unit
8:30 – 8:45 AM	Preliminaries (canned)	Personnel Unit
8:45 – 9:00 AM	Message	Randolph B. Tortola, Schools Division Superintendent
9:00 – 9:15 AM	Words of Welcome	Conniebel C. Nistal Asst. Schools Division Superintendent
9:15 – 10:00 AM	Salaries and Benefits	Kenneth Angel B. Guillena, Administrative Officer II
10:00 – 10:30 AM	Salary Claims	Ricca Stephanie E. Oco, Administrative Assistant III
10:30 – 11:00 AM	SALN and Other Gov't Registrations	Remy Jane M. Markinez, Administrative Assistant III
11:00 – 11:45 AM	Leave Benefits	Randy Rhys U. Capistrano, Administrative Assistant III/ Gerlissa Kristi R. Amoguis, Administrative Assistant III
11:45 – 1:00 PM	LUNCH BREAK	
1:00 – 1:45 PM	Organizational Structure, VMV	Felanie Marie A. Lim, Administrative Officer IV
1:45 – 2:30 PM	Office Rules and Regulations, EDTEA/NEU Benefits RA 3019 RA 6713	Jeffrey M. Martinez, Administrative Officer V
2:15 – 3:45 PM	RPMS and Career Progression	Marilou Y. Descallar, Guidance Counselor II
3:45 – 4:15 PM	Rewards and Recognition System (PRAISE)	Ninian A. Alcasid, CID Chief
4:15 – 4:45 PM	Distribution of CAs and Other Appointment Documents	Personnel
4:45 – 5:00 PM	Closing Remarks	Personnel

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