



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

June 9, 2023

DIVISION MEMORANDUM

No. 165, s. 2023

**ONBOARDING OF NEWLY HIRED EMPLOYEES OF THE SCHOOLS DIVISION OF
BATANES FOR THE 1st SEMESTER OF THE CY 2023**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Unit Heads and Staff
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DO 43, s. 2017, entitled "Teacher Induction Policy", DO 32, s. 2011 entitled "Policies and Guidelines on Training and Development Programs and Activities" and in line also with the Project ON TOEs (On Boarding of Newly Hired Teachers' and Other Employees of SDO Batanes) which aims to enhance the knowledge, skills and values/attitudes and prepare the newly hired teaching and non-teaching employees, an Onboarding activity for the 1st Semester of the calendar year 2023 will be conducted on July 7 to 8, 2023 at the Ivatan Conference Hall. Registration starts at 7:30 in the morning.
2. List of participants to this activity is found as Enclosure 1 and Matrix of Activities as Enclosure 2.
3. Since the activity falls on a Saturday, Teachers shall be given Service Credits and Compensatory Overtime Credits for the Non-Teaching employees attending this activity.
4. Meals and Snacks will be charged against the regular HRD fund following the usual accounting and auditing rules and regulations.
5. For the information and guidance of all concerned.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DO 43, s. 2017; DO 32, s. 2011

To be indicated in the Perpetual Index
under the following subjects: ORIENTATION/TRAINING



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Bansang Makabata Batang Makabansa

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(Enclosure 1 to Division Memorandum No. 165s. 2023)

LIST OF PARTICIPANTS

No.	Name	Position	School
Non-Teaching			
1	John Kenneth C. Villanueva	Accountant I	SNSF
2	John Anthony R. Balasbas	Admin. Aide III	MNHS
3	Vincent B. Galarosa	Watchman I	MNHS
4	Pierce John A. Vargas	Admin. Aide VI	OSDS- Supply
5	Marie Joyce B. Elesterio	Admin. Officer I	SNSF
6	Maila Victoria C. Delos Santos	Admin. Assist. II	BGCHS - SHS
7	Jose Hector F. Trillana	Admin. Assist. II	MNHS - SHS
8	Derlie Mae P. Villa	Admin. Assist. III	Yawyan ES
9	Alma C. Alcantara	Admin. Assist. II	San Vicente ES
10	John Michael L Viola	Admin. Aide VI	OSDS - Admin.
11	Jay Ardie A. Fadriga	Admin. Assist. III	Chavayan ES
12	Monica D. Gavilan	Admin. Assist. I	OSDS- Budget
13	Necita Jucelyn V. Ramos	Admin. Assist. III	OSDS- Personnel
Teaching - Secondary			
14	Marivic A. Balbido	Teacher I	Itbud IS- Sec
15	Keith Andrea Cultura	Substitute Teacher	BNSHS
16	Jamilin Patimo Viola	Special Science Teacher I	BNSHS - SHS
17	Girlie Acedo	Special Science Teacher I	BNSHS - SHS
Teaching - Elementary			
18	Alona Grace H. Hontomin	Teacher I	Chavayan ES



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(Enclosure 2 to Division Memorandum No. **165**s. 2023)

**ONBOARDING OF NEWLY HIRED EMPLOYEES OF THE SCHOOLS DIVISION OF
BATANES FOR THE 1st SEMESTER OF THE CY 2023**

Ivatan Conference Hall
July 7 to 8, 2023

Matrix of Activities

Time	No. of minutes	Topic	Resource Speaker
7:30 – 8:15	30 mins	Registration	c/o Nida C. Fajardo
8:16 – 9:00	45 mins	Opening Program and Oath Taking	c/o Ayrine C. Geronimo SEPS-HRD Esperanza B. Ereful AOIV - HRM
9:01 – 10:30	90 mins	Session 1: DepEd Vision, Mission, Core Values, and Goals	Jay V. Gonzales Education Program Supervisor - Values
Working Health Break			
10:31 – 12:00	90 mins	Session 2: DepEd Organizational Structure	Arnulfo Anselm C. Hortiz Education Program Supervisor - SGOD
Lunch Break			
1:00 - 2:30	90 mins	Session 3: GSIS/Pag-IBIG & Other Benefits	Virginia A. Vinalay Administrative Officer V
2:31 – 4:00	90 mins	Session 4: Leaves and other Personnel Matters	Esperanza B. Ereful Administrative Officer IV
Working Health Break			
4:01–5:00	60 mins	Session 5: Philhealth	Grentt Dale Calosa Nurse II
DAY 2			
8:00-9:30	90 mins	Session 6: Professional Ethics	Leilannie H. Elacion Guidance Counselor-BNSHS
Working Health Break			
9:31-11:00	90 mins	Session 7: Social Media Etiquettes	Glyza Mae Valiente Senior Science Research Specialist – DA-BES
11:01- 12:00	60 mins	Session 8: Financial Literacy	Arnulfo Anselm C. Hortiz
Lunch Break			
1:00 – 1:45	45 mins	Session 8: Financial Literacy (Cont.)	Arnulfo Anselm C. Hortiz
1:46-3:15	90 mins	Session 9: Localized Grievance Policy	Arnulfo Anselm C. Hortiz
Working Health Break			
3:16 – 4:45	90 mins	Session 10: RPMS- IPCR	Ayrine C. Geronimo
4:46 – 5:00	15 mins	Closing Program	c/o Sheila H. Ydel



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