



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

April 4, 2022

DIVISION MEMORANDUM

No. 132 s. 2022

**DIVISION ONBOARDING FOR NEWLY HIRED
NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists, HRD & SMM&E
All Others Concerned

1. The Schools Division Office of Bataan through its Human Resource Management and Human Resource Development will conduct a Division Onboarding for Newly Hired Non-Teaching Personnel on April 12, 2022, via Zoom Conferencing.
2. This onboarding activity aims to:
 - 2.1. Acquaint with the roles, rights, responsibilities, and accountabilities aligned to the position and reflect with the agency's Mission, Vision, and Core Values;
 - 2.2. Make cognizant of the Competency-Based Performance aligned with the Key Result Areas (KRA);
 - 2.3. Familiarize with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions;
 - 2.4. Intensify awareness of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees; and
 - 2.5. Introduce Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
3. In connection thereto, this Office hereby mandates the twenty-nine (29) newly hired non-teaching personnel per the attached List of Participants (see Inclosure No. 1) to attend the said Onboarding process.
4. Likewise, details of the Zoom Conferencing for the duration of training shall be sent the day before the seminar. Participants are encouraged to log in 15 minutes before the actual Zoom Conferencing time.
5. Attached is the Training Matrix (see Inclosure No. 2) for reference.



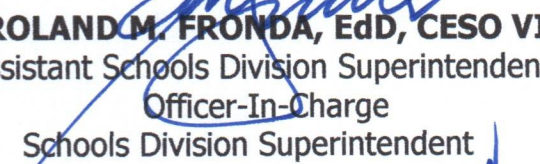
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6. Immediate dissemination of this Memorandum to all concerned is desired.

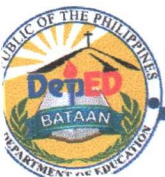

ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

Reference: CSC MC No. 24, s. 2016
Inclosure: As stated

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

ADMINISTRATIVE OFFICER, APPOINTMENT, EMPLOYMENT
ONBOARDING, RULES, AND REGULATIONS

S05



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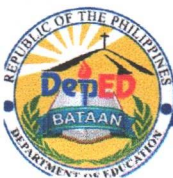
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Inclosure 2: Training Matrix

DATE/TIME	TOPIC	RESOURCE SPEAKER
April 12, 2022		
8:30-9:00 AM	Opening Program <ul style="list-style-type: none"> ➤ National Anthem ➤ Prayer ➤ Roll Call <ul style="list-style-type: none"> ➤ Opening Remarks <ul style="list-style-type: none"> ➤ Message <ul style="list-style-type: none"> ➤ Orientation <p>PILIPINA A. SANTOS Hermosa National High School Master of Ceremonies</p>	AVP RAYMOND JOSEPH V. MENDOZA EPS II-HRD RAMON C. PEREZ SGOD Chief WILLIAM RODERICK R. FALLORIN OIC-ASDS ROLAND M. FRONDA, PhD, CESO VI SDS ROBERTO R. PANTIG, PhD SEPS-HRD
9:00-10:00 AM	Competency-Based Performance RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)	WILLIAM RODERICK R. FALLORIN OIC-ASDS
10:00-11:00 AM	Developing Virtuous Behavior in the Workplace	
11:00-12:00 NN	2017 Omnibus Rules on Appointments and Other Human Resource Actions Benefits and Incentives for DepEd Employees	PILAR C. IGNACIO AO V
12:00-1:00 PM	Lunch Break	
1:00-2:00 PM	Data Privacy Act DepEd Manual of Styles	PERLIE ANN R. TORRES Planning Officer
2:00-4:00 PM	Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)	ANDRES C. MATAWARAN, EdD EPS-English



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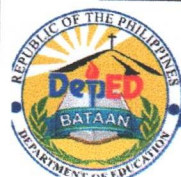
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Inclosure 1: List of Participants

No.	Name	POSITION
1	OCAMPO, EDWIN MANUEL	ADMINISTRATIVE ASSISTANT II - CLERK
2	BOLIVAR, BERNADETTE ESPINO	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER
3	DUMALAG, RHEA KATRINA PALACAY	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER
4	ESTANISLAO, CLARISSE CASTRO	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER
5	VILLALUZ, LEONOR MORALES	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER
6	MANAYAN, LENNEINE O	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER
7	BARROMETRO, JOSHUA MANALANG	ADMINISTRATIVE AIDE VI
8	DAVID, ALLYSA NICOLE CRUZ	ADMINISTRATIVE AIDE VI
9	DELA ROSA, JULLIEE ANNE ESTRELLA	ADMINISTRATIVE AIDE VI
10	LINGAD, GERALD ATIENZA	ADMINISTRATIVE AIDE VI
11	VIDAL, RICARDO GUADALUPE	ADMINISTRATIVE AIDE VI
12	QUIROZ, CELIA BANZON	ADMINISTRATIVE ASSISTANT III
13	ROQUE, MARY ANN GAY L	ADMINISTRATIVE ASSISTANT III
14	NOGOT, MAYER DOMINGUEZ	EDUCATION PROJECT DEVELOPMENT OFFICER I
15	ACUÑA, JUDY BALUYOT	ADMINISTRATIVE ASSISTANT II BALSİK NHS
16	LUNETA, ROBERTO BERON	MEDICAL OFFICER III
17	HERRERA, JHERICO RYAN GIL	ADMINISTRATIVE ASSISTANT II (EC BERNABE NHS CLERK)
18	RAMOS, JOHN CARLOS DIEGO	ADMINISTRATIVE ASSISTANT II (SDO CLERK)
19	HERNANDEZ, DANICA JEAN DE GUZMAN	ADMINISTRATIVE ASSISTANT III (DIN EAST BOOKKEEPER)
20	DIMABUYO, JESSICA GUNIO	ADMINISTRATIVE ASSISTANT III SDO (BOOKKEEPER)
21	SANTOS, MARVIE DELA ROSA	ADMINISTRATIVE ASSISTANT III SDO (BOOKKEEPER)
22	PESTELOS, EMILY MANALILI	ADMINISTRATIVE ASSISTANT III LUAKAN NHS (BOOKKEEPER)
23	DE GUIA, RENATO MYLON N	ADMINISTRATIVE ASSISTANT II SDO (DISBURSING)



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24	LUYO, JAFFERSON	ADMINISTRATIVE ASSISTANT II SDO (CLERK)
25	CUNANAN, JIM NOR ORQUIZA	ADMINISTRATIVE ASSISTANT II SDO (CLERK)
26	CABREJAS, KC MAE	ADMINISTRATIVE OFFICER II
27	DU, LORENA	ADMINISTRATIVE ASSISTANT II SDO (CLERK)
28	MANLA, JURA KATRINA B.	ADMINISTRATIVE ASSISTANT II SDO (CLERK)
29	SANTOS, FEBBIE YLOISA B.	ADMINISTRATIVE OFFICER II



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