



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

October 26, 2020

DIVISION MEMORANDUM

No. 193, s. 2020

To: SDO Unit Heads
 All Elementary and Secondary School Heads
 All Others Concerned

2020 DIVISION EMPLOYEES' INDUCTION PROGRAM

1. The DepED – Division of Science City of Muñoz through the School Governance and Operations Division (SGOD) will conduct a Division Online Orientation on Employees' Induction Program via Microsoft Teams on the following dates:

Date	Participants
October 29, 2020	Newly-Hired Teaching and Non-Teaching Personnel
November 5, 2020	Newly-Hired Non-Teaching Personnel
To be Announced (TIP Modules)	Newly-Hired Teaching Personnel

2. The activity primarily aims to:
 - a. orient the participants on the standardized policy;
 - b. strengthen the commitment of the non-teaching personnel and newly-hired teachers on the goals and objectives of the entire department; and
 - c. provide the participants basic knowledge as regards benefits and privileges of public employees.
3. Enclosures to this Memorandum are the Training Matrix and List of Participants.
4. The internet link for the above-mentioned online platforms intended for this activity shall be posted in the workplace through the Division Information and Technology Office.

seps/sgod2020



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. S0500731 QM15



Republic of the Philippines

Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

5. For queries, feel free to contact LEOVAL DG. DELA CRUZ through leoval.delacruz@deped.gov.ph or at cellphone number 09260720265.

Dante G. Parungao
DANTE G. PARUNGAO, CESO VI

Officer-in-Charge
Office of the Schools Division Superintendent

DEP - ED
SCIENCE CITY OF MUNOZ
RECEIVED
OCT 26 2020
By: *[Signature]*

seps/sgod2020



h
Oval, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-CSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

**NON TEACHING PERSONNEL' INDUCTION PROGRAM
 TRAINING MATRIX**

Time	November 5, 2020
8:00 – 8:30	Opening Program <ul style="list-style-type: none"> • Invocation & National Anthem • Acknowledgement of Participants
8:30- 9:00	THE JOURNEY OF AN EMPLOYEE JONNADEL S. PATONONA PDO I
9:00 – 9:30	<ul style="list-style-type: none"> • DUTIES AND RESPONSIBILITIES/ ROLES AND FUNCTIONS • PROCEDURES FOR LEAVE • PROMOTION AND RETIREMENT • INDIVIDUAL PERFORMANCE RATING FORM • OTHER MATTERS
9:30 -10:00	FHRIESSY CRUZ S. BERMUDA AO V
10:00 -10:30	JOMEL V. MANGAWANG Accountant III
10:30 -11:00	STELLA MARIE C. DUMALE AO IV
11:00 -11:30	EMMALYN R. MAGLANOC AO IV
11:30 -12:00	JOHANN M. TABING ITO
	MINDA V. MANGALINDAN Budget Officer

seps/sgod2020



Byal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-CMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. SCS00731 QM15



Republic of the Philippines

Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

LIST OF PARTICIPANTS Teaching Personnel

No.	Name	Position	School
1	Daryl Ann Q. Pagaduan	T-I	Munoz Central School
2	Rodelyn C. Deriza	T-I	Ucaong ES
3	Frovhell C. Miguel	T-I	DepEd Lab. ES
4	Edna D. Mactal	T-I	DepEd Lab. ES
5	Norwin R. Olar	T-I	Bagong Sikat ES
6	Jennifer A. Catalan	T-I	Mapangpang ES
7	Joy B. Palit-ang	T-I	Villa Santos ES
8	Marivic M. Nuque	T-I	Sapang Cauayan ES
9	Shekinah Abigail G. Corpuz	T-I	MNHS-MAIN JHS
10	Ana Mariz DR. Nabor	T-I	MNHS-MAIN JHS
11	Carlo C. Abaya	T-I	MNHS-ANNEX
12	Jammie Dannielle P. Asuncion	T-II	MNHS-MAIN SHS
13	Desiree S. Garingan	T-II	Maragol IS

sepa/spod2020



Hyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Munoz, 3119

Telephone No. (044) 806-2182 Email Address: munozscience.city@deped.gov.ph

DSO/3rd-0243-0246-0247-0248 Rev. 04 (01-31-2018)



Certificate No. 30201774-0243



Republic of the Philippines

Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

Non-Teaching Personnel

1	Manuel D. Torres	Ad Aide I	MNHS-MAIN DHS
2	Janina G. Sayco	ADAS II	MNHS-ANNEX
3	Princess Mea P. Madayag	ADAS II	SDO/SGOD
4	Rhanie Carmelli C. Cerin	Ad Aide VI	SDO/HRMO
5	Cindy V. Abiog	ADAS II	MNHS-ANNEX
6	Aaron S. Sobrevilla	ADAS III	SDO/Records
7	Alvin B. Ramirez	ADAS III	SDO/ITO
8	Amy Rochelle D. Quiming	ADAS III	MNHS-ANNEX
9	Ann Cathlyn T. Acosta	ADAS II	SDO/Accounting
10	Ma. Mercedes P. Manabat	Librarian	CID-LRMDS
11	Dei Chara C. Abao	ADAS I	SDO/Budget
12	Dory Nell G. Reyes	ADAS III	SDO/Budget
13	Geraldine E. Patacsil	ADAS II	SDO/Admin
14	Jean P. Magno	ADAS II	SDO/Accounting
15	Jennielle Anne B. Narca	ADAS III	SDO/HRMO
16	Jennifer P. Viloría	ADAS III	SDO/Accounting
17	Jerry I. Carrido	Ad Aide VI	SDO/Supply
18	Jessica L. Sapitan	ADAS III	SDO/Admin
19	Joy Karren M. Dumale	ADAS II	SDO/Supply
20	Kimberly Joan S. Nuque	ADAS III	SDO/ASDS Office
21	Maria Luiza O. Alipio	ADAS III	SDO/Accounting
22	Ricky G. Lucas	ADAS II	SDO/Payroll
23	Rocel C. De Guzman	ADAS VI	SDO/Cashier
24	Roma Amor M. Marzo	ADAS III	SDO/HRMO
25	Rosan E. Ariston	ADAS III	SDO/Accounting
26	Sarah Gen D. Reña	ADAS II	MCS
27	Shirley A. Pascual	ADAS III	SDO/OSDS
28	Winnie S. Valdez	AO II	SDO/Payroll
29	Divina D. Viloría	ADAS II	SDO/CID
30	Carizaldy P. Pagay	Ad Aide VI	SDO/CID
31	Arly L. De Guzman	ADAS III	MCS
32	Joy V. Mangalindan	AO II	MCS

seps/sgod2020



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-CSF-008 Rev 04 (01.31.20)



Certificate No. 50500731 GM15



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

33	Merelyn A. Dizon	AO II	SDO
34	Divina C. Siminig	Ad Aide III	MNHS-MAIN JHS
35	Den-Den R. Eugenio	Ad Aide I	MNHS-MAIN JHS
36	Glaiza F. Galvan	Accountant I	MNHS-MAIN JHS
37	Edwin L. Sancha	Ad Aide III	MNHS-MAIN JHS
38	Joselito P. Apanay	Ad Aide III	MNHS-MAIN JHS
39	Bramie C. Huliganga	SG I	MNHS-MAIN JHS

TECHNICAL WORKING GROUP

Program & Certificates	-	LEOVAL DG. DELA CRUZ
Documentation	-	JONNADEL S. PATONONA
ICT	-	ALVIN D. RAMIREZ
TIP Modules/Output Monitoring	-	AI LEEN G. MACTAL
		LEOVAL DG. DELA CRUZ

seps/sgod2020



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-QOB Rev.04 (01.31.20)



Certificate No. N33N/311 QMS