



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

December 1, 2022

DIVISION MEMORANDUM

No. 615, s. 2022

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

2022 DIVISION EMPLOYEES' INDUCTION PROGRAM

1. The DepEd-Division of Science City of Munoz through the School Governance and Operation Division (SGOD) will conduct a 2022 Division Employees Induction Program on December 17, 2022 at Schools Division Office Conference Hall from 8:00 AM to 5:00 PM.
2. The activity primarily aims to:
 - a. orient the participants on the standardized policy;
 - b. strengthen the commitment of the non-teaching personnel and new-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. Enclosed are the list of participants and training matrix .
4. Teacher participants shall be given one (1) day service credit for the accumulated eight hours (8) of active participation during the training, per DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers. Meanwhile, non-teaching personnel shall be given 12 hours Compensatory Overtime credit (COC) per Civil Service Commission (CSC) and Circular Memorandum 2, s. 2004 entitled Non-Monetary Remuneration for Overtime service Rendered.



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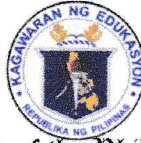
Address: Brgy. Rizal, Science City of Muñoz, 3119

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

DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



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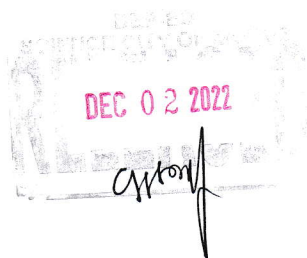


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5. For clarification, you may contact the Senior Education Program Specialist through cyril.talusan@deped.gov.ph or at cellphone number 09776442582.

6. Immediate dissemination of this Memorandum is earnestly desired.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent





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Enclosure 1 to Division Memorandum No. 615, s.2022:

List of Participants
Teaching Personnel

No.	Name	Position
1	Megumi J. Bustamante	Teacher I
2	Nikki N. Serrano	Teacher I
3	Grace Ann DC. Semacio	Teacher I
4	Cynn Elise M. Delim	Teacher I
5	Aura C. Salcedo	Teacher I
6	Marissa C. Gabbac	Teacher I
7	Gina Fe G. Corpuz	Teacher I
8	Eloisa D. Santos	Teacher I
9	Naida B Tanay	Teacher I
10	Roselyn M. Gaspar	Teacher I
11	Rosheya Q. Malaca	Teacher I
12	Edward G. Cruz	Teacher I
13	Zoilo A. Arenas	Teacher I
14	Ma. Theresa F. Celestino	Teacher I
15	Jessie V. Dumale	Teacher I
16	Kristina M. Lolong	Teacher I
17	Marie Joy F. Cunanan	Teacher I
18	Minerva T. Cinense	Teacher I
19	Aiza G. Cunanan	Teacher I
20	Ma. Allysa Joy U. Angeles	Teacher I
21	Lovely Joy S. Paraguison	Teacher I
22	Arlene M. Dimacale	Teacher I
23	Sandra B. Alvarado	Teacher I
24	Kristal LoveJoy S. Marzo	Teacher I
25	Precelyn E. Domingo	Teacher I
26	Mark Gerald N. Murillo	Teacher I
27	Milyn F. Gabriel	Teacher I
28	Jeremae C. Dumale	Teacher I
29	Allen Jay C. Luquias	ADAS II
30	Amarlyn P. Santillana	ADAS III
31	Ar-Anjoy DC. Labay	ADAS II
32	Joanna Marie T. Meneses	ADAS II
33	Ralph Bryan D. Cruz	AO II



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34	Aira R. Alvarez	AO II
35	Rachele Ann A. Gadong	AO II
36	Rizalina M. Dela Cruz	AO II
37	Cindy V. Fajardo	AO II
38	Riza S. Aba-a	ADAS III



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Enclosure 2 to Division Memorandum No. 615, s.2022:

2022 Division Employees' Induction Program

December 17, 2022

Training Matrix

Time	Topic	Person in-Charge
8:30-8:45	Opening Program	Cyril S. Talusan SEPS-HRD
8:45-9:00	Message	Dante G. Parungao, Ceso V Schools Division Superintendent
9:00-10:00	Employee Induction Policy: An Overview	Bernardo A. Gargabite, EdD Chief ES-SGOD
10:00-10:15	Health Break	
10:15-12:00	The Journey of an Outstanding Employee	Jessica D. Sumigcay T-III Novalyn C. Rodolfo EPS-ALS
12:00-1:00	Health Break	
1:00-2:30	Employees' Benefits and Welfare Procedures for Leave Promotion and Retirement	Jomel V. Mangawang Accountant III Stella Marie C. Dumale Administrative Officer IV
2:30-2:45		
2:45-3:45	Code of Conduct and Ethical Standards for Public Officials and Employees (RA6713)	Fhriessy Cruz S. Bermuda II Administrative IV
3:45-4:15	Open Forum	Cyril S. Talusan SEPS-HRD
4:15-4:30	Pledge of Commitment	Zurex T. Bacay, PhD Assistant School Division Superintendent
4:30-4:45	Closing Ceremony	Cyril S. Talusan SEPS-HRD



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