



Republic of the Philippines
Department of Education
Region II - Cagayan Valley

062322012

OFFICE MEMORANDUM
No. 253, s. 20 22

To: **All Newly-hired Personnel in the Regional Office
All Others Concerned**

From:  **BENJAMIN D. PARAGAS, PhD, CESO III**
Director IV / Regional Director

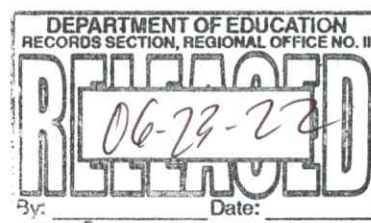
Date: June 22, 2022

Subject: **ONBOARDING ORIENTATION SEMINAR FOR THE NEWLY-HIRED
PERSONNEL OF DEPED REGIONAL OFFICE 2**

1. This Office through the Human Resource Development Division shall conduct the Onboarding Orientation Seminar on July 5, 2022, 9:00 AM at the 3rd Floor, NEAPR Conference Hall.
2. The activity aims to orient the participants with organizational policies and culture, job roles and expectations, and other information that will enable them to be effective members of the organization.
3. Participants in the said activity are the employees who were hired from FY 2020-2022.
4. Meals (AM/PM snacks and lunch) of the participants, Program Management Team (PMT) and the resource speakers shall be charged against HRDD- MOOE fund subject to the usual accounting and auditing rules and regulations.
5. Please refer to *Enclosure 1* for the List of Participants, Program Management Team and identified Resource Speakers and *Enclosure 2* for the Indicative Program of Activities for guidance and reference.
6. Immediate dissemination of this Memorandum is desired.

Encl: As stated

HRDD/jbs/jsf



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Doc Code:	FM-ORD-013	Rev:	00
As of:	Dec 16, 2019	Page:	1

Enclosure 1 (List of Participants, Program Management Team and Resource Speakers)

NAME	POSITION	DIVISION
A. LIST OF PARTICIPANTS		
1. Laila A. Taguinod	CES	QAD
2. Ira Patiricia A. Tong	Admin Aide VI	Admin
3. Michelle M. Mecina	Admin Aide VI	Admin
4. Rey A. Pascual	EPS	CLMD
5. Richard Ponghagban	EPS	CLMD
6. Rebecca C. Battung, MD	Medical Officer IV	ESSD
7. Rosel B. Narag	Administrative Assistant I	ESSD
8. Gaylord S. Bartolome	Administrative Assistant I	FD
9. Joy S. Ferrer-Lopez	EPS	HRDD
10. Salbina A. Macarubbo	SEPS	HRDD
11. Milky Jane Bulusan	Administrative Assistant I	HRDD
12. Camille Grace I. Uy	Administrative Assistant III	HRDD
13. Isidra L. Nicolas	EPS II	HRDD
14. Atty. Abigail D. Jacob	Atty III	ORD
15. Ma. Lourdes C. Monje	Administrative Assistant I	ORD
16. Maria Digna A. Turingan	EPS	PPRD
17. Chastity Eillen A. Tungcul	EPS	PPRD
18. Nicholai A. Tumbali	Administrative Assistant I	PPRD
B. PROGRAM MAMAGEMENT TEAM		
1. Jerry B. Sario, Jr.	CES	HRD
2. Joy S. Ferrer-Lopez	EPS	HRDD
3. Salbina A. Macarubbo	SEPS	HRDD
4. Milky Jane Bulusan	Administrative Assistant I	HRDD
5. Camille Grace I. Uy	Administrative Assistant III	HRDD
6. Isidra L. Nicolas	EPS II	HRDD
7. Maricel C. Cambia	EPS	HRDD
8. Dominga B. Raymundo	Dorm Manager I	HRDD
9. Randy S. Rustia	EPS II	HRDD
C. RESOURCE PERSON		
1. Amir M. Aquino	Administrative Officer V	PAU
2. Joy T. Soriano	EPS	QAD
3. Atty. Ronadette B. Quintos	Attorney IV	ORD/Leagal
4. Jocelyn C. De Polonia	Administrative Officer V	Admin/Personnel
5. Rhodora Joy G. Perlas	Administrative Officer IV	Admin/Personnel



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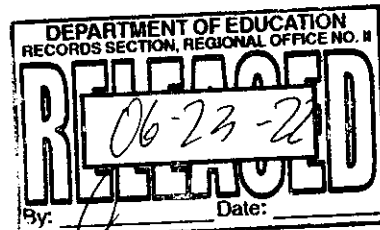
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Program of Activities

ONBOARDING SESSION FOR NEWLY-HIRED PERSONNEL OF DEPED REGIONAL OFFICE 2		
Program Matrix		
<i>Time</i>	<i>Activity</i>	<i>In-Charge</i>
9:00-9:30	Registration and Preliminaries National Anthem Prayer Quality Policy	Program Management Team
9:30 - 9:35	Statement of Purpose	Jerry B. Sario, Jr. Chief, HRDD
9:35-10:00	DepEd Mandate, Mission, Vision, Core Values	Amir M. Aquino Head, PAU
10:00-10:30	Organizational Structure and Processes and DepEd National Quality Policy	Joy T. Soriano Education Program Supervisor
10:30-12:00	Code of Conduct and Ethical Standards for Public Officials and Employees	Atty. Ronadette Quintos
10:30 - 10:45	Health Break	
1:00-4:00	Personnel Matters (RSPI, Compensation Benefits, Employee Relations, RPMS)	Jocelyn C. de Polonia Administrative Officer V



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