



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

May 19, 2025

DIVISION MEMORANDUM

No. 292, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 282, S. 2025

(Onboard Orientation of Newly-Hired and Promoted Non-Teaching Personnel on their Functions, CSC Rules, Administrative and Legal Matters and Government Benefits)

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. In addition to the provisions outlined in Division Memorandum No. 282, s. 2025, titled Onboard Orientation of Newly-Hired and Promoted Non-Teaching Personnel on their Functions, CSC Rules, Administrative and Legal Matters and Government Benefits, the venue shall be at **Panda Tea Gardens** (beside HNU Yucon Entrance) J.A. Clarin Street, Dampas, Tagbilaran City on May 21-22, 2025.
2. Attached is the program matrix for reference. All other provisions in Division Memorandum No. 282, s. 2025 are still in effect.
3. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



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ONBOARD ORIENTATION OF NEWLY-HIRED AND PROMOTED NON-TEACHING PERSONNEL ON THEIR FUNCTIONS, CSC RULES, ADMINISTRATIVE AND LEGAL MATTERS AND GOVERNMENT BENEFITS

May 21-22, 2025

PROGRAM MATRIX

DAY 1

TIME	TOPIC	PERSONS INVOLVED/RESOURCE SPEAKERS
8:00-8:30 AM	Registration/Attendance	Anna Mae C. Ocon Administrative Aide VI
8:30-9:00	Preliminary Activities	
	Prayer & Singing of Hymns	Karen Y. Gumba Administrative Aide VI
	Welcome Remarks/Statement of Purpose	John Ariel A. Lagura PhD OIC Asst. Schools Division Superintendent
	Recognition of Participants	Maurine C. Castaño SGOD Chief
	Inspirational Message	Wilfreda D. Bongalos PhD, CESO V Schools Division Superintendent
9:00-9:30	DepEd Vision, Mission and Core Values	Maurine C. Castaño SGOD Chief
9:30-10:30	Pag-IBIG Services & Updates	Elenette L. Magdalera Branch Head, Pag-IBIG Tagbilaran to be represented by Leonardo Cirujales Pag-IBIG Information Officer
10:30-12:00	Procurement Processes	Marife C. Rallos Division Budget Officer
12:00-1:00	LUNCH	
12:50	Unfreezer	Anna Mae C. Ocon
1:00-2:00	GSIS Services & Updates	Igmidio F. Ponay Jr. OIC, GSIS Bohol Branch
2:00-3:00	RA 6713 Code of Conduct and Ethical Standards for Public Officials and Employees	Dir. Alice May S. Parcon Director II, CSC Bohol Field Office
3:00-5:00	Legal Matters (DO 40, s. 2012, RA 11930)	Aquilino T. Milar Jr. PhD

DAY 2

TIME	TOPIC	RESOURCE SPEAKER
8:00-8:30 AM	Preliminary Activities	Hosts
	Prayer	Jefferson P. Galido Administrative Aide VI
	Nationalistic Song	c/o Jose Andrew U. Salise Administrative Assistant III
	Recap of the First Day Topics (Cabbage Relay)	c/o Ruben C. Lorejo Administrative Officer II

8:30-9:30	IPCRF	Aquilino T. Milar Jr. JD, PhD Administrative Officer V
9:30-10:30	Personnel Matters	Brendalou D. Arancana JD, PhDM Administrative Officer IV (Personnel Officer)
	Health Break	
10:30-11:00	Payroll Matters	Ruben C. Lorejo EdD Administrative Officer II
11:00-12:00	Accounting Matters	Michelle T. Sagaral CPA, PhDM Accountant III
12:00-1:00 PM	LUNCH	
12:50	Unfreezer	
1:00-2:00	PhilHealth Services & Updates	Ms. Monaliza O. De Veyra Chief Social Insurance Officer PhilHealth Tagbilaran Branch Represented by: ANAVIC PUEBLOS Information Officer/Social Insurance Officer II
2:00-3:00	Brigada Eskwela Program	Liza E. Maquiling PhD EPS II, SocMob & M&E
3:00-4:00	Gulayan sa Paaralan and Wash in School Program	Rowena Pizarra Nurse II
4:00-4:30	School-Based Feeding Program	Rhodelia Tumanda Nurse II
4:30-5:00	Impressions from the Participants	Christianne Salve O. Bullecer Administrative Aide VI Mary Grace A. Tampos Guidance Counselor II
5:00 PM	HOME BOUND	

RUBEN C. LOREJO
Host