



Republic of the Philippines
 Department of Education
 Region VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

August 14, 2024

DIVISION MEMORANDUM

No. 423, s. 2024

**ORIENTATION-SEMINAR ON CHARGING AND DEEPENING OF COMMITMENT
 OF THE NEWLY-PROMOTED/NEWLY-HIRED INSTRUCTIONAL LEADERS
 AND NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
 CID and SGOD Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

1. This Office, in collaboration with the SGOD-Human Resource Development Section and Personnel Section shall conduct a two-day live-out Orientation-Seminar on Charging and Deepening of Commitment of the Newly-Promoted/Newly-Hired Instructional Leaders and Non-Teaching Personnel on September 18-19, 2024 at the Division Conference Hall.
2. The objective of this activity is to equip the participants with a thorough understanding of their roles and functions as well as to deepen their commitment to service as public officials and employees. Furthermore, enables them to confidently navigate and apply within their respective roles and functions, fostering effective delivery and deep commitment to their organic jobs and service to DepEd.
3. The participants of this seminar-orientation are the newly-promoted/newly-hired school heads and non-teaching personnel. Attached are the Matrix of Activities and List of Participants, enclosure nos. 1 & 2 respectively.
4. This Memorandum will serve as **Travel Authority** of the participants, training team, program management team & members of the technical working group.
7. The expenses incurred in the conduct of the activity shall be charged against LGU/SEF, subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and guidance of all concerned.

MARGARITO A. CADAYONA, JR. PhD, CESO VI
 OIC-Schools Division Superintendent

Enclosure: as stated
 Reference: none

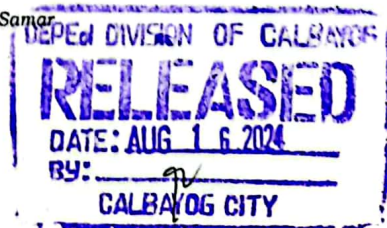
To be indicated in the Perpetual Index under the following subjects:

Learning & Development (L&D) Career Progression Program

SGOD/HRDS/mpsenolos



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**Orientation-Seminar on Charging & Deepening of Commitment of the
Newly-Promoted/Newly-Hired Instructional Leaders and Non-Teaching Personnel
September 18-19, 2024
Venue: Division Conference Hall**

INDICATIVE MATRIX OF ACTIVITIES

Time	DAY 1: September 18 (Wednesday)	DAY 2: September 19 (Thursday)
8:00-8:30	Arrival /Registration	Management of Learning (MOL)
9:00-10:00	Opening Program By: <i>Marita P. Senolos/Rosalia M. Rivera SEPS (HRD)/EPS II (HRD)</i>	Session 5: Work Attitude and Values Formation BY: <i>Rev. Fr. Joseph R. De Guzman Formator, St. Vincent De Paul Seminary</i>
10:00-11:00	Session 1: Dreaming & Journeying Together as an Organization: DepEd Calbayog City's PAPs, Organizational Structures and Specific Functions BY: <i>Dr. Margarito A. Cadayona, Jr. OIC-SDS</i>	❖ Thanksgiving Mass
11:00-12:00		BY: <i>Rev. Fr. Joseph R. De Guzman Formator, St. Vincent De Paul Seminary</i>
12:00-1:00	LUNCH BREAK	
1:00-3:00	Session 2: Charging of Job Descriptions and Key Results Areas of School Heads & Non-Teaching Personnel By: <i>Dr. Juni-Nilou Dulfo, OIC-ASDS</i>	Session 6: Deepening of Commitment • Renewal of Commitment • Oath Taking BY: <i>Dr. Margarito A. Cadayona, Jr, CESO VI, OIC-SDS</i>
3:00-4:00	Session 3: Code of Conduct and Ethical Standards for Public Officials and Employees BY: <i>Atty. Maria Catherine Salurio Legal Officer</i>	• Next Steps • Agreement BY: <i>Marita P. Senolos, SEPS (HRD)</i>
4:00-5:00	Session 4: Office Courtesy & Office Etiquettes BY: <i>Dr. Avelina P. Tupa, OIC-Chief, SGOD</i>	• Closing Program • Home Bound BY: <i>Marita P. Senolos/Rosalia M. Rivera SEPS (HRD)/EPS II (HRD)</i>
Officer of the Day	Marita P. Senolos	Rosalia M. Rivera

Prepared by:

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Recommending Approval:

AVELINA P. TUPA. EdD
OIC-Chief, SGOD

APPROVED:

MARGARITO A. CADAYONA, JR PHD, CESO VI
OIC-Schools Division Superintendent