



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

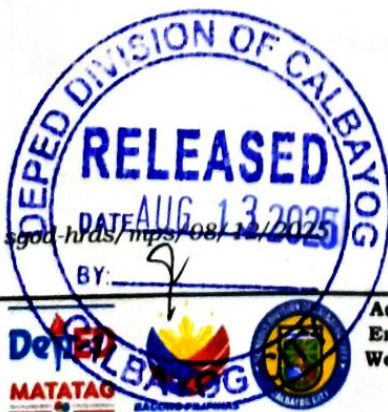
12 August 2025

DIVISION MEMORANDUM
NO. 387, s. 2025

**CHARGING AND DEEPENING OF COMMITMENT
OF THE NEWLY-HIRED NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elem & Sec School Heads
Section/Unit Heads
All Others Concerned

1. This Office through the SGOD-Human Resource Development Section announces the conduct of on-boarding program for newly-hired non-teaching personnel dubbed as "Charging and Deepening of Commitment of the Newly-Hired Non-Teaching Personnel" on September 16-18, 2025 at a venue to be announced later.
2. The objective of this activity is to welcome and 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 serviced to DepEd.
3. The participants of this activity are the newly-hired non-teaching personnel.
4. Expenses incurred in the conduct of this on-boarding program is charged to PSF-OPDNTP Continuing Fund of FY 2024, subject to the usual accounting and auditing rules and regulations. The List of Participants will be issued in a separate Issuance.
5. Immediate dissemination of and compliance with this Memorandum are desired.



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

Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph/>

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Annex A of Div. Memo No. _____, s. 2025

MATRIX OF SESSIONS		
Session/ Time	Topic	Resource Persons
DAY 1 – September 16, 2025 (Tuesday)		
ARRIVAL/REGISTRATION/OPENING PROGRAM: 7:30-10:00 a.m.		
Session 1 10:00-12:00	Dreaming & Journeying Together as an Organization: DepEd Calbayog City's PAPs, Organizational Structures and Specific Functions	<i>Dr. Margarito A. Cadayona, Jr. OIC-SDS</i>
Session 2 1:00-5:00	Charging of Job Descriptions and Key Results Areas of School Heads & Non-Teaching Personnel	<i>Dr. Juni-Nilou Dulfo, OIC-ASDS</i>
DAY 2 – September 17, 2025 (Wednesday)		
8:00-8:30 Management of Learning		
Session 3 8:30-12:00	Code of Conduct and Ethical Standards for Public Officials and Employees	<i>Atty. Rhea P. Aguado, Legal Officer</i>
Session 4 1:00-5:00	Office Courtesy & Office Etiquettes	<i>Dr. Avelina P. Tupa, OIC-Chief, SGOD</i>
DAY 3 – September 18 2025 (Thursday)		
8:00-8:30 Management of Learning		
Session 5 8:30-10:00	Deepening of Commitment <ul style="list-style-type: none"> • Renewal of Commitment • Oath Taking 	<i>Dr. Margarito A. Cadayona, Jr, CESO VI, OIC-SDS</i>
Session 6 10:00-12:00	Work Attitude and Values Formation	<i>Rev. Fr. Jeffrey U. Singzon Rector/ Superior, Poor Servant of the Divine Providence Seminary</i>
1:30-2:30	❖ Thanksgiving Mass	<i>Rev. Fr. Jeffrey U. Singzon Rector/ Superior, Poor Servant of the Divine Providence Seminary</i>
3:00-5:00	<ul style="list-style-type: none"> • Next Steps • Agreement • Closing Program 	<i>Dr. Avelina P. Tupa, OIC-Chief, SGOD Marita P. Senolos, SEPS/ Sharon D.Balza, EPS II</i>