



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

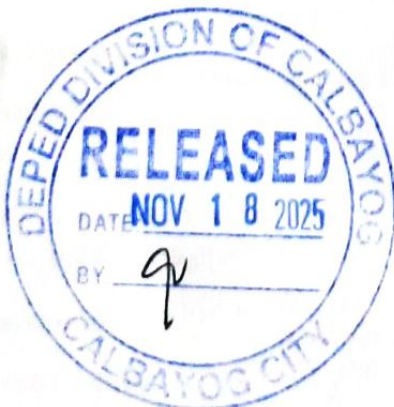
18 November 2025

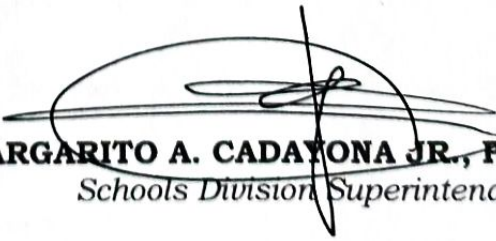
DIVISION MEMORANDUM
NO. 581, s. 2025

**RESETTING OF THE CONDUCT OF 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 informs all concerned personnel that the conduct of **Charging and Deepening of Commitment of the Newly-Hired Non-Teaching Personnel** will be held on December 1-3, 2025 at the Division Conference Hall.
2. The participants of this activity are the newly-hired non-teaching personnel.
3. All other provisions related to this Issuance are still in effect and enforced.
4. Immediate dissemination of and compliance with this Memorandum are desired.




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

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

MATRIX OF SESSIONS & ACTIVITIES

Session/ Time	Topic	Resource Persons
DAY 1 – December 1, 2025 (Monday)		
➤ ARRIVAL/REGISTRATION/OPENING PROGRAM: 7:30-10:00 a.m.		
Opening Program		
• Pambansang Awit - AVP • Prayer-AVP • DepEd Quality Policy Statement - AVP • Attendance Check - Marita P. Senolos, SEPS (HRD) • Inspirational Message - Dr. Margarito A. Cadayona, Jr., CESO VI • Energizer - AVP • Rationale/Purpose of the Activity - Dr. Avelina P. Tupa, OIC-Chief, SGOD		
Emcee: Rosalia M. Rivera		
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 – December 2, 2025 (Tuesday)		
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 – December 18, 2025 (Wednesday)		
8:00-8:30 Management of Learning		
Session 5 8:30-10:00	Deepening of Commitment • 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	Rev. Fr. Jeffrey U. Singzon Rector/ Superior, Poor Servant of the Divine Providence Seminary
1:30-2:30	❖ Thanksgiving Mass	Rev. Fr. Jeffrey U. Singzon Rector/ Superior, Poor Servant of the Divine Providence Seminary
3:00-5:00	• Next Steps • Agreement	Dr. Avelina P. Tupa, OIC-Chief, SGOD Marita P. Senolos, SEPS/Sharon D. Balza, EPS II
	Closing Program • Nationalistic Song • Impressions • Take Home Message- SDS Margarito A. Cadayona, Jr. • Distribution of Certificates Emcee: Sharon D. Balza	