



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

May 14, 2026

DIVISION MEMORANDUM

No. 052 s. 2026

**ONBOARDING PROGRAM FOR NEWLY HIRED AND NEWLY PROMOTED
NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION
OF MARINDUQUE (PHASES 2 AND 3)**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. The Department of Education – Schools Division of Marinduque, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), is faithful to its mandate of providing continuous professional development for its personnel, both teaching and non-teaching, pursuant to its Division Policy on Learning and Development.
2. Regional Memorandum HRDD-2025-136 titled “FY 2025 Organizational and Professional Development for Non-Teaching Personnel (OPDntp) Program Support Fund Allocation, Utilization, and Monitoring Guidelines” ensures that newly hired non-teaching personnel are equipped with the essential competencies in human resource fundamentals, asset management, budgeting and forecasting, records keeping, and ICT skills to enable them to perform their duties effectively.
3. Based on the approved Regional Approved Office Learning Plan for Fiscal Year 2025 and on the regional needs analysis and emerging directives, the common learning needs or performance gaps for newly hired Administrative Officers and Administrative Assistants lie in their ability to establish and maintain effective and efficient administrative support while executing their financial duties. This is particularly crucial in the key areas of human resources, financial management, property custodianship, and ICT.
4. In view of these learning needs and based on the CSC-approved onboarding program for non-teaching personnel, the Schools Division of Marinduque, through the SGOD-HRDS under Project Quality HRD – NOVICE (*Notable Onboarding and Valuable Induction for Classroom Educators*) in coordination with the Office of the Schools Division Superintendent – Administrative Section, shall conduct the **Onboarding Program for**



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

Newly Hired and Newly Promoted Non-Teaching Personnel in the Schools Division of Marinduque (Phases 2 and 3) from May 2026 to December 2026.

5. This 6-month onboarding program for newly hired non-teaching personnel is designed to equip them with the necessary skills and knowledge to excel in their roles. Specifically, it aims to:

- a. familiarize new administrative personnel with key processes such as preparing reports, managing personnel actions, and handling liquidation requirements;
- b. address gaps in human resource skills and finance management;
- c. enable participants to efficiently navigate and utilize DepEd's digital platforms and software for data management, communication, and other administrative tasks; and
- d. provide participants with ongoing support and guidance as they transition into their roles.

6. The timeline for the onboarding program shall be strictly observed to ensure the successful implementation of the program:

PHASE	PERIOD
Phase 1: Three-Day Onboarding and Induction Program <i>cum</i> Ceremonial Oath-taking Ceremony	April 6-8, 2026
Phase 2: Independent Online Learning via Facebook Social Learning Group	May 25 – June 26, 2026
Phase 3: Coaching and Mentoring Sessions <i>cum</i> Accomplishment of Onboarding Manual	June 29 – December 31, 2026
Phase 4: Completion Ceremony	January 2027

7. Phase 1 of the onboarding program concluded last April 2026, where 120 newly hired and newly promoted Administrative Officers (AOs) and Administrative Assistants (ADASs) were inducted into the Department. Upon verification, 92 of them shall undergo the Phase 2 of the onboarding program.

8. Phase 2 or Independent Online Learning provides newly hired non-teaching personnel with the opportunity to engage with digital learning modules that focus on the critical areas of human resources, finance, property custodianship, ICT, and other relevant DepEd issuances and directives. This phase shall be delivered through the Facebook platform using its social learning group feature that allows participants to learn at their own pace and at low costs.

9. **Concerned personnel shall join the social learning group through www.facebook.com/groups/onboardingforntpmdq2025.** Participants are encouraged to use their legal names as Facebook account names to ensure efficient monitoring of performance and provision of technical assistance, if necessary.

10. **Phase 3 or Coaching and Mentoring Sessions *cum* Accomplishment of Onboarding Manual shall be conducted school-based, with their respective school heads serving as mentors.** The conduct of coaching and mentoring sessions shall only be done when the need arises.

11. **Mentors shall use the standard Performance Monitoring and Coaching Form (PMCF) of the Department in the conduct of coaching and mentoring sessions, while the M&E Report for Mentors shall be accomplished only at the end of Phase 3.**



Meanwhile, the onboarding manual shall be accomplished by the newly hired personnel through self-paced learning using the provided CSC-approved Onboarding Manual for Non-Teaching Personnel.

12. **Materials and other documents needed for Phase 3 are downloadable in the SDO Marinduque Onboarding Portal for Non-Teaching Personnel through bit.ly/NTPOnboardingPortalMdq.** Phase 3 completers shall submit the hard copies of the following documents to the SGOD-Human Resource Development Section through the OSDS-Records Section on or before January 8, 2027.

13. The following documents are enclosed for reference:
a. Enclosure 1: List of Phase 1 Completers;
b. Enclosure 2: Performance Monitoring and Coaching Form (PMCF); and
c. Enclosure 3: M&E Report for Mentors.

14. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

15. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated
References: Regional Memorandum HRDD-2025-136
Division Memorandum No. 026, s. 2026
Division Memorandum No. 68-A, s. 2023

To be indicated in the Perpetual Index
under the following subjects:
COMPETENCY EMPLOYEES
MANUALS MONITORING AND EVALUATION
TRAINING PROGRAMS

SGOD-HRDS/KDA
Onboarding-Program-for-Newly-Hired-and-Newly-Promoted-Non-Teaching-Personnel.../ May 14, 2026



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

LIST OF PHASE 1 COMPLETERS

NO.	NAME	POSITION
1.	Glenda Acabado Nacawili	Administrative Officer II
2.	Checkila Ramos Cueto	Administrative Assistant II
3.	Godofredo V. Odtuhan Jr.	Administrative Assistant II
4.	Baby Aiza Cao Natal	Administrative Officer II
5.	Julius Cenit Nacawili Osacdin	Administrative Officer III
6.	Michelle Piguerra Zulueta	Administrative Officer II
7.	Trisha Mae Lastra Mendoza	Administrative Officer II
8.	Maryjoy S. Regencia	Administrative Officer II
9.	Maricris Rogelio Raz	Administrative Officer II
10.	Leonie Ann M. Peregrin	Administrative Aide II
11.	Jepril Ariola Palacios	Administrative Officer II
12.	Jehza Mapacpac Macalood	Administrative Officer II
13.	Jose Carlo Mistal Labay	Administrative Officer II
14.	Mary Rose R. Morera	Administrative Officer II
15.	Shiela H. Maling	Administrative Officer II
16.	Yna Mae Marmol	Administrative Officer II
17.	Jovelyn Q. Mongis	Administrative Officer II
18.	Eisenhower Laylay Sapungan Jr.	Administrative Officer II
19.	Laurence S. Lineses	Administrative Officer II
20.	Arvin Jake S. Jamolin	Administrative Officer II
21.	Ednalin Historillo Bonifacio	Administrative Officer II
22.	Julie Ann S. Enriquez	Administrative Officer II
23.	Jomel F. Justiniano	Administrative Officer II
24.	Kaye Irish J. Naling	Administrative Officer II
25.	Fulbert Villamin Olaño	Administrative Officer II
26.	Manilyn S. Sarile	Administrative Officer II
27.	John Carlo M. Lustre	Administrative Officer II
28.	Rogilyn L. Sarad	Administrative Officer II
29.	Jovie Cepillo Malvar	Administrative Officer II
30.	Heddy Rogelio Franco	Administrative Officer II
31.	Sheila Marie L. Flor	Administrative Officer II
32.	Pauline N. Ravanera	Administrative Officer II
33.	Emmabel Jinahon Malimata	Administrative Officer II
34.	Helen Peñaflorida Palma	Administrative Officer II



Address: T. Roque St., Malusak, Boac, Marinduque
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Email: marinduque@deped.gov.ph
 Website: <https://depedmarinduque.com>

35.	Ricabelle M. Labog	Administrative Officer II
36.	Shella May Revilloza Legaspi	Administrative Officer II
37.	Sammy A. Sales	Administrative Assistant II
38.	Yschief M. Abregado	Administrative Assistant II
39.	Precious C. Olympia	Administrative Officer II
40.	Lilian R. Ramiro	Administrative Officer II
41.	Cherry I. Monteagudo	Administrative Officer II
42.	Adones Narzoles Quinto	Administrative Officer II
43.	Maricris Patrimonio Paez	Administrative Officer II
44.	Nhel J. Cruzado	Administrative Officer II
45.	Armida H. Mercadal	Administrative Officer II
46.	Abigail P. Biago	Administrative Officer II
47.	Maricel P. Velasco	Administrative Officer II
48.	Irish Glenna L. Villalon	Administrative Assistant II
49.	Lessiedhel H. Morillo	Administrative Officer II
50.	Judieth R. Pineda	Administrative Officer II
51.	Manilyn Ariola Jabat	Administrative Officer II
52.	Arjay F. Zulueta	Administrative Officer II
53.	Maryrose E. Manuba	Administrative Officer II
54.	Rovelyn E. Revale	Administrative Officer II
55.	Mary May Fetizanan Recella	Administrative Officer II
56.	Christine Jane M. Nazareno	Administrative Officer II
57.	Christian M. Luci	Administrative Officer II
58.	Ann Jhea Mae Laguio-Lamarca	Administrative Officer II
59.	Rizabelle M. Magpoc	Administrative Officer II
60.	Rexwen Ann M. Miranda	Administrative Officer II
61.	Ruth Joy M. Laylay	Administrative Officer II
62.	Rea Rose M. Maling	Administrative Officer II
63.	Leonora Presentacion Pestanio	Administrative Officer II
64.	Melody I. Regencia	Administrative Officer II
65.	Rose Ann O. Historillo	Administrative Officer II
66.	Marirose A. Sto. Domingo	Administrative Officer II
67.	Ivy M. Loto	Administrative Officer II
68.	V-Vian N. Amparo	Administrative Assistant II
69.	Anna Karina Sd. Cantona	Administrative Assistant II
70.	Aira Grace P Siena	Administrative Officer II
71.	Alexis Mendeja Sotta	Administrative Officer II
72.	Shenen Soleta Supleo	Administrative Officer II
73.	Sarah Mae V. Jacala	Administrative Officer II

74.	Joana Marie V. Sales	Administrative Officer II
75.	Jessarene R. Madronio	Administrative Officer II
76.	Shaira Mae Drilon	Administrative Officer II
77.	Jerwin Zafra Semilla	Administrative Officer II
78.	Roselo J. Salvacion	Administrative Officer II
79.	Jovar Gallos Mamato	Administrative Officer II
80.	Florianne C. Olavidez	Administrative Officer II
81.	Joelyn Salcedo Sadiwa	Administrative Officer II
82.	Ella Sophia V. Malco	Administrative Officer II
83.	Jeduthun Ethan F. Valdez	Administrative Officer II
84.	Crisanta R. Riego	Administrative Assistant III
85.	Lynnette A. Zoleta	Administrative Officer II
86.	Jay-Vee M. Valencia	Administrative Officer II
87.	Jhoren P. Cardenas	Administrative Officer II
88.	Irene R. Narvaez	Administrative Officer II
89.	Xyryl D. Rioveros	Administrative Assistant II
90.	Jonathan M. Motol	Administrative Officer II
91.	Jonelyn V. Rodelas	Administrative Officer II
92.	Dominic Alfranc Emmanuel M. Martinez	Administrative Officer II



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

PERFORMANCE MONITORING AND COACHING FORM (PMCF)

Name: _____

School/Office: _____ Date: _____

DATE	DESCRIPTION OF THE COACHING AND MENTORING SESSION	OUTPUT	IMPACT ON JOB OF THE SESSION / ACTION PLAN FOR COACHEE	SIGNATURES (RATER & RATEE)

Note: The table above shall be accomplished by the coach for every coaching and mentoring session conducted. Add rows, if necessary.

Prepared by:

[NAME OF MENTOR]

[Position]



Address: T. Roque St., Malusak, Boac, Marinduque

Tel. No.: (042) 754-0247 ● **Fax No.:** (042) 332-1611

Email: marinduque@deped.gov.ph

Website: <https://depedmarinduque.com>



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

MONITORING AND EVALUATION FORM FOR SCHOOL HEADS
Coaching and Mentoring Sessions cum Accomplishment of Onboarding Manual

Date submitted: _____

PART I. PERSONAL INFORMATION OF MENTOR

School/Office:	
Name:	
Contact Number/s:	
DepEd Email address:	
Position/Designation:	
Calendar Year:	
Number of Newly Hired Non-Teaching Personnel Mentored:	

PART II. PROGRESS MONITORING

Add rows as necessary.

NAMES OF NEWLY HIRED NON-TEACHING PERSONNEL	NAMES OF MENTORS	COMPLETION DATE OF ONBOARDING MANUAL	REMARKS



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

--	--	--	--

What are the top three strengths of the newly hired non-teaching personnel in your school/office?

1. _____
2. _____
3. _____

What are the top three points for improvement of the newly hired non-teaching personnel in your school/office?

1. _____
2. _____
3. _____

PART III. MONITORING AND EVALUATION OF THE PROGRAM IMPLEMENTATION

What are the top three issues and concerns in the program implementation experienced in your school/office?

ISSUES AND CONCERNS ENCOUNTERED	SOLUTIONS	RECOMMENDATIONS



Address: T. Roque St., Malusak, Boac, Marinduque
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Email: marinduque@deped.gov.ph
 Website: <https://depedmarinduque.com>

--	--	--

Instructions: Discuss your answers to the following open-ended questions. Please cite examples and specify portions of the courses as much as possible.

1. What are some of your school/office's best practices in coaching and mentoring the newly hired/promoted non-teaching personnel?
2. What interventions, resources, and other activities helped in the conduct of the onboarding in your school/office?
3. Are there general points for improvement of the program implementation that you would like to suggest? If yes, please specify below.

SIGNATURE OVER PRINTED NAME

Position

Date:



Address: T. Roque St., Malusak, Boac, Marinduque

Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611

Email: marinduque@deped.gov.ph

Website: <https://depedmarinduque.com>