



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

November 14, 2024

DIVISION MEMORANDUM

No. 086 s. 2024

**THREE-DAY ONBOARDING AND INDUCTION PROGRAM CUM OATHTAKING
CEREMONY FOR NEWLY HIRED ADMINISTRATIVE OFFICERS AND ASSISTANTS
OF THE SCHOOLS DIVISION OF MARINDUQUE**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary and Secondary 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-2024-081 titled “FY 2024 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 management, finance management, and ICT skills, enabling them to perform their duties effectively.

3. Based on the approved Regional Approved Office Learning Plan 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 bases, the Schools Division of Marinduque through the SGOD-HRDS in coordination with the Office of the Schools Division Superintendent – Administrative Section, will conduct a **Three-day Onboarding and Induction Program cum Oathtaking Ceremony for Newly Hired Administrative Officers and Assistants of the Schools Division of Marinduque** on **November 19-21, 2024** at the **SDO Marinduque Conference Hall, Malusak, Boac, Marinduque**.

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5. This learning and development activity is part of a 6-month onboarding program for newly hired non-teaching personnel designed to equip them with the necessary skills and knowledge to excel in their roles. Specifically, it aims to:
- familiarize new administrative personnel with key processes such as preparing reports, managing personnel actions, and handling liquidation requirements;
 - address gaps in human resource skills and finance management;
 - enable participants to efficiently navigate and utilize DepEd's digital platforms and software for data management, communication, and other administrative tasks; and
 - provide participants with ongoing support and guidance as they transition into their roles.
6. Participants in this activity are the 142 Administrative Officers and Administrative Assistants in the Schools Division of Marinduque who were nominated by the OSDS-Administrative Unit and were identified with the aforementioned learning needs and performance gaps. **They shall accomplish the profile of participants on or before November 18, 2024 through bit.ly/OIPParticipantMdq2024.** Any corrections in name, position, and/or official station shall be made by the participant in their accomplished profiles. Furthermore, they are advised to bring their laptops, internet mobile connections, and extension wires.
7. To ensure seamless execution and quality of training, no replacement or representative shall be allowed. Participants who cannot participate in the training due to various reasons must submit a letter addressed to the Schools Division Superintendent *Attn:* SGOD-Human Resource Development Section indicating their reasons for non-participation at a day before the scheduled training through the Records Unit.
8. Training supplies and meals (*lunch only*) of participants, resource persons, and members of the Program Management Team (PMT) shall be charged to SARO RO-4B-24-0978 subject to existing accounting and auditing rules and regulations. Meanwhile, AM and PM snacks and travel expenses shall be charged to local funds subject to existing accounting and auditing rules and regulations.
9. The following documents are enclosed for reference:
- Enclosure 1: List of Participants
 - Enclosure 2: List of Resource Persons and Program Management Team
 - Enclosure 3: Training Matrix
10. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
11. 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-2024-081
Division Policy on Learning and Development

To be indicated in the Perpetual Index
under the following subjects:
COMPETENCY TRAINING PROGRAMS

/SGOD-HRDS-KDA

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LIST OF PARTICIPANTS

Three-Day Onboarding and Induction Program cum Oathtaking Ceremony for Newly Hired Administrative Officers and Assistants of the Schools Division of Marinduque

NO.	LAST NAME	FIRST NAME	MIDDLE NAME	POSITION	SCHOOL/OFFICE ASSIGNMENT
1.	Balanza	Nathalie	Leal	Administrative Assistant III	HR
2.	Orilla	Hensly	Sena	Administrative Assistant III	HR
3.	Historillo	Rose Ann	Olivar	Administrative Assistant III	HR
4.	Inding	Christine	Mendoza	Administrative Assistant III	Budget
5.	Malabunga	Michelle	Malapad	Administrative Assistant III	Cash
6.	Mercene	Melody	Peregrin	Administrative Assistant III	HR
7.	Laderas	Rowena	Panuculan	Administrative Assistant III	Accounting
8.	Roque	Mary Joy	Mercene	Administrative Assistant II	Accounting
9.	Motol	Joan	Pineda	Administrative Assistant II	Accounting
10.	Malacas	Mary Jane	Roque	Administrative Assistant II	COA
11.	Dela Cruz	Kristel	Lineses	Administrative Assistant I	Budget
12.	Malelang	Ana Marie	Historillo	Administrative Officer II	Daat PS
13.	Malimata	Cherilyn	Lazo	Administrative Officer II	Tungib ES
14.	Paguio	Misty	Loto	Administrative Officer II	Libas ES
15.	De Castro	Angelica	Regio	Administrative Officer II	Maniwaya ES
16.	Malangis	Shiella May	Layo	Administrative Officer II	Argao NHS
17.	Pajanustan	Maryrose	Morong	Administrative Officer II	Argao ES
18.	Larraquel	Ma. Venus	Mabute	Administrative Officer II	Pili ES
19.	Opis	Analyn	Mazon	Administrative Officer II	Tagum ES
20.	Rosales	Froilan	Recalde	Administrative Officer II	Tawiran ES
21.	Larrosa	Jayson	Malapote	Administrative Officer II	Taytay ES
22.	Motol	Almira Leah	Saporna	Administrative Officer II	Masaguisi ES

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23.	Olivar	Jose Nikko	Del Rosario	Administrative Officer II	Sta Cruz North CS
24.	Mujar	Ma. Angelica	Alcober	Administrative Officer II	Botilao ES
25.	Jalos	May Lanie	Magcamit	Administrative Officer II	Ipil ES
26.	Roldan	Diana Jane	Malabana	Administrative Officer II	Manlibunan ES
27.	Marasigan	Angel Joan	Mendoza	Administrative Officer II	Gabalton ES
28.	Pederal	Enrica	Revidizo	Administrative Officer II	Libjo ES
29.	Gillado	Arvin	Gaan	Administrative Officer II	Cabuyo ES
30.	Jabat	Mier Kristine	Sol	Administrative Officer II	Malibago ES
31.	Sario	John Robert	Romey	Administrative Officer II	Buangan ES
32.	Tejones	Sarah Jane	Lazo	Administrative Officer II	Maranlig ES
33.	Luisaga	Christine	Martinez	Administrative Officer II	Cagpo ES
34.	Magcamit	Roselle	Bersalona	Administrative Officer II	Kay Duke PS
35.	Rioflorido	Jay Lyne	Rementilla	Administrative Officer II	Malinao ES
36.	Moncada	Marie Claire	Sartillo	Administrative Officer II	Bangwayin ES
37.	Historillo	Chester Marie	Mascareñas	Administrative Officer II	Kalangkang ES
38.	Del Mundo	Christel Diane	Historillo	Administrative Officer II	Tigwi ES
39.	Jarlego	Marites	Bilay	Administrative Officer II	Mogpog CS
40.	Mirones	Sheila Grace	Miralles	Administrative Officer II	Gasán CS
41.	Retardo	Donna	Maling	Administrative Officer II	Cawit ES
42.	Lozano	Ma. Concepcion	Macalood	Administrative Officer II	DLHMS
43.	Natal	Bernalyn	Natal	Administrative Assistant III	Bangbangalon ES
44.	Mariano	Lorna	Llave	Administrative Assistant III	Boac South District
45.	Mayores	Abel	Los Baños	Administrative Assistant III	Mogpog District
46.	Lazo	Jayson	Zulueta	Administrative Assistant III	Matalaba NHS
47.	Zamora	Reginaldo	Watiwat	Administrative Assistant III	Division Office
48.	Pereyra	Adelaida	Reynoso	Administrative Assistant III	Torrijos District

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49.	Rioflorido	Marites	Quijano	Administrative Assistant III	Sta Cruz East District
50.	Amoyan	Alexander	Jao	Administrative Assistant III	DLHMS
51.	Regala	William	Culala	Administrative Assistant III	Torrijos District
52.	Villaluz	Ma Elda	Lamboloto	Administrative Assistant III	Mogpog District
53.	Livelo	Franco Baltazar	Azagra	Administrative Assistant III	Boac South CS
54.	Estrella	Rosabelle	Regis	Administrative Assistant III	Sta Cruz South CS
55.	Altamarino	Marivic	Rodas	Administrative Assistant III	Sta Cruz East CS
56.	Omagap	Anna Christina	Sapulpaya	Administrative Assistant III	Gasán CS
57.	Semilla	Rochelle	Frias	Administrative Assistant III	Division Office
58.	Villaruel	Grace	Plata	Administrative Assistant III	Sta Cruz North CS
59.	Retardo	Anne Remcy	Sales	Administrative Assistant III	Tabionan Es
60.	Lozano	Jephthah	S	Administrative Assistant II	Sta Cruz North CS
61.	Orencio	Emily	Sapungan	Administrative Assistant II	Division Office
62.	Abuyan	Jeffany Anne	Rondina	Administrative Assistant II	Torrijos CS
63.	Puente	Valentino	Reginio	Administrative Assistant II	Sta Cruz East District
64.	Huelba	Rowena	Lingon	Administrative Assistant II	Pag-Asa ES
65.	Oracion	Rodelyn	Montiel	Administrative Assistant II	Hinapulan ES
66.	Sore	Almar	Saludo	Administrative Assistant II	Gasán CS
67.	Marquez	Bonifacio	De Luna	Administrative Assistant II	Sta Cruz South CS
68.	Gripo	Maria Asuncion	Nilo	Administrative Assistant II	DLHMS
69.	Malinao	Glynis Karen	Julao	Administrative Assistant III	Bangbang NHS
70.	Maling	Rose Ann	Osicos	Administrative Assistant II	Bangbang NHS
71.	Sales	Karen	Pabillo	Administrative Assistant III	Bognuyan NHS
72.	Vallano	Maria Alma	Peñaflorida	Administrative Assistant II	Bognuyan NHS
73.	Salvacion	Marie Antonette	Gatchalian	Administrative Assistant III	Buenavista NHS
74.	Pestaño	Virl Rich Dianne	Navisa	Administrative Assistant II	Buenavista NHS

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75.	Robles	Collen Murphy	Peñaroyo	Administrative Assistant III	Landy NHS
76.	Rosales	Marieta	Quijano	Administrative Assistant II	Landy NHS
77.	Monteagudo	Cherry	Isanan	Administrative Assistant II	Landy NHS
78.	Pedrigal	Jolly	Ricamara	Administrative Assistant III	Makapuyat NHS
79.	Buñag	Annabell	Quindoza	Administrative Assistant II	Makapuyat NHS
80.	Cudiamat	Joeliza Quennie	Sace	Administrative Assistant II	Makapuyat NHS
81.	Paz	Glynnis Lyzette	Dionisio	Administrative Officer II	Mogpog NCHS
82.	Zoleta	Lynnette	Apostol	Administrative Assistant II	Tigwi NHS
83.	Bautista	Charina	Salvacion	Administrative Officer I	Marinduque NHS
84.	Sadiwa	Ricazel	Medina	Administrative Assistant III	Marinduque NHS
85.	Flores Ii	Celedonio	Malarayap	Administrative Assistant II	Marinduque NHS
86.	Piedad	Raquel	Majaba	Administrative Officer II	Marinduque NHS
87.	Noche	Rose Ann	Sandig	Administrative Assistant II	Yook NHS
88.	Sajul	Josephine	Lagar	Administrative Assistant II	Bangbang NHS-SHS
89.	Masbate	Lady Ann	Minga	Administrative Assistant II	Makapuyat NHS-SHS
90.	Maling	Shiela	Hernandez	Administrative Assistant II	Marinduque NHS-SHS
91.	Ricafort	Aubrey Ann	Domantay	Administrative Assistant II	Bonliw NHS
92.	Constantino	Nonita	Javier	Administrative Assistant II	Bognuyan NHS-SHS
93.	Mayores	Romalyn	Hermosa	Administrative Assistant II	Buenavista NHS
94.	Subion	Ma Cristina	Mayores	Administrative Assistant II	Balanacan NHS-SHS
95.	Historillo	Ma. Cassandra	Serdeña	Administrative Assistant II	Tapuyan NHS-SHS
96.	Martinez	Alfranc Emmanuel	Monteras	Administrative Assistant II	BNHS-Bagacay Annex
97.	Jalos	Jorge Ii	Narvaez	Administrative Assistant II	Ilaya NHS-SHS
98.	Atienza	Ronald	Saavedra	Administrative Assistant II	Dolores NHS
99.	Gozon	Diana	Orencio	Administrative Assistant II	Torrijos SHS
100.	Malubag	Geraldine	Malapad	Administrative Assistant II	Marinduque NHS-SHS

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101.	Rodas	Maricel	Muhi	Administrative Assistant II	Mogpog NCHS-SHS
102.	Ricamara	Alvin	Letas	Administrative Assistant II	Poctoy NHS-SHS
103.	Jalotjot	Sheryl	Loto	Administrative Assistant II	Landy NHS-SHS
104.	Orilla	Cecilia	Sosa	Administrative Assistant II	Paciano A. Sena MHS
105.	Palaspas	Keren Gayle	Liwanagan	Administrative Assistant II	Sibuyao NHS
106.	Decena	Robina	Retardo	Administrative Assistant II	Mongpong NHS
107.	Paez	Mariane	Zulueta	Administrative Assistant II	Kilo-Kilo NHS-SHS
108.	Par Jr	Rodolfo	Ribleza	Administrative Assistant II	Hupi NHS
109.	Pastrana	Melba	Rolle	Administrative Assistant II	Matuyatuya NHS
110.	Dulay	Lorena	Opis	Administrative Assistant II	Botilao NHS-SHS
111.	Pabilane	Lara Mae	Lacdao	Administrative Assistant II	Maranlig NHS-SHS
112.	Bonode	Maria Jeanell	De Guzman	Administrative Assistant II	Tigwi NHS-SHS
113.	Portela	May Ann	Quindoza	Administrative Assistant III	Sta Cruz South CS
114.	Ola	Divina Gracia	Muhi	Administrative Assistant III	Mogpog NCHS
115.	Malvar	Ma. Irish	Leal	Administrative Assistant III	Cawit NCHS
116.	Macanda	Cherrie Jean	Pilar	Administrative Assistant III	Buenavista NHS - Lipata-Tungib Annex
117.	Madurog	Donna Belle	Ligeralde	Administrative Assistant III	Poras ES
118.	La Rosa	Eva	Orilla	Administrative Assistant III	Ilaya NHS-SHS
119.	Rocha	Emmalyn	Reginio	Administrative Assistant II	Matuyatuya NHS
120.	Jasmin	Jane Carla	Fajardo	Administrative Officer II	Balanacan ES
121.	Mortel	Vina	Palomares	Administrative Officer II	Buenavista NHS -Sihi Annex
122.	Francisco	Rosewel	Nitoral	Administrative Officer II	Division Office
123.	De Torres	Nebar	Querol	Administrative Officer II	Malibago ES
124.	Morales	Cherry Lou	Guitarrez	Administrative Officer II	Masiga ES
125.	Manzo	Marieta	Jinao	Administrative Officer II	Buyabod ES
126.	Jardeleza	Leiziel	Mortel	Administrative Officer II	Division Office

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127.	Par	Ave Lyne	Villa	Administrative Officer II	Buenavista NHS-Daykitin Annex
128.	San Diego	Andro Nikko	Nagutom	Administrative Officer II	Butansapa NHS
129.	Mantaring	Elayzah	Rejano	Administrative Officer II	Sta Cruz East District
130.	Macutong	Anthony	Magcamit	Administrative Officer II	Balanacan ES
131.	Fellizar	Julius Allen	Lasac	Administrative Officer II	Catubugan ES
132.	Lope	Shiela	Lolong	Administrative Officer II	Malibago ES
133.	De Castro	Marianne	Mogol	Administrative Officer II	Lipata ES
134.	Paclibar	Clarissa	Mapacpac	Administrative Officer II	Cagpo ES
135.	Lumalang	Mitzi Gay	Saporna	Administrative Officer II	Tiguion I ES
136.	Livelo	Maria Franz Ascencion	Licop	Administrative Officer II	Ino ES
137.	Bernaldez	Armily	Lagran	Administrative Officer II	Sta. Cruz East CS
138.	Jalos	Georly	Mandia	Administrative Officer II	Buangan ES
139.	Red	Janel Amorette	Pevidal	Administrative Officer II	Taytay ES
140.	Mansalapus	Rizelle Ann	Manahan	Administrative Officer II	Botilao ES
141.	Reforma	Janice	Geromo	Administrative Officer II	Tagum ES
142.	Tagbago	Eltheza Marisa	Ramiro	Administrative Officer II	Torrijos CS

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LIST OF RESOURCE PERSONS AND PROGRAM MANAGEMENT TEAM
Three-Day Onboarding and Induction Program cum Oathtaking Ceremony for Newly Hired Administrative Officers and Assistants of the Schools Division of Marinduque

NO.	NAME	POSITION	OFFICE	ROLE
143.	May Bernadeth O. De La Rosa	Administrative Officer V	OSDS-Administrative Section	Resource Speaker/Learning Manager
144.	Maridell F. Hermosa	Administrative Officer IV	OSDS-Personnel Unit	Resource Speaker
145.	Aleli L. Arceo	Administrative Officer IV	OSDS-Cash Unit	Resource Speaker
146.	Ruby M. Tan	Administrative Officer IV	OSDS-Supply Unit	Resource Speaker
147.	John M. Chavez	Chief Education Supervisor	CID	Resource Speaker
148.	Engr. David M. Zoleta	Information Technology Officer I	OSDS-ICT Unit	Resource Speaker
149.	Kyle David V. Atienza	Senior Education Program Specialist	SGOD-Human Resource Development Section	Resource Speaker/Program Manager
150.	Josefina P. Brual	Project Development Officer I	SGOD-Youth Formation Section	Resource Speaker
151.	Ma. Cecilia S. Manay	Chief Education Supervisor	SGOD	Program Manager
152.	Jinky L. Meron	Administrative Officer IV	OSDS-Records Unit	Secretariat
153.	Abet R. Faundo	Education Program Specialist II	SGOD-Human Resource Development Section	Secretariat
154.	Rey R. Raymundo	Education Program Specialist II	SGOD-School Management, Monitoring and Evaluation	M&E Manager
155.	Christian Julius M. Llanes	Job Order	SGOD-Social Mobilization and Networking	Secretariat
156.	Luzviminda A. Lena	Administrative Assistant III	OSDS-Personnel Unit	Documenter
157.	Glen Mark J. Labaguís	Administrative Aide IV	OSDS-Personnel Unit	Documenter

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TRAINING MATRIX

Three-Day Onboarding and Induction Program cum Oathtaking Ceremony for Newly Hired Administrative Officers and Assistants of the Schools Division of Marinduque

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
Day 1 November 19, 2024			
7:30-8:30AM	60 mins	Arrival and Registration of Participants	Program Management Team
8:31-9:00AM	30 mins	Opening Program: <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • Bagong Pilipinas Hymn • SDO Marinduque Hymn • DepEd Quality Policy Statement • Messages • Acknowledgement of Participants, RPs, and PMT • Activity Matrix and Objectives • Photo Opportunity • Reminders 	Program Management Team
9:01-9:20AM	20 mins	Pre-Test	Program Management Team
9:21-9:30AM	10 mins	Levelling of Expectations	Program Management Team
9:31-9:45AM	15 mins	Health Break	
9:46-10:45AM	60 mins	Session 1: Guidelines on Recruitment of Employees in the Department of Education	F1: Mrs. Maridell F. Hermosa F2: Ms. Shirley M. Labayna
10:46AM – 12:00PM	75 mins	Session 2A: Leave Administration a. <i>Types of Leave</i> b. <i>Vacation Service Credit</i>	F1: Mrs. Maridell F. Hermosa F2: Ms. Shirley M. Labayna
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:45PM	105 mins	Session 2B: Leave Administration c. <i>Compensatory Overtime Credit</i> d. <i>Step Increment</i>	F1: Mrs. Maridell F. Hermosa F2: Ms. Shirley M. Labayna
2:46-3:00PM	15 mins	Health Break	
3:01-3:30PM	30 mins	Session 3: Managing of 201 Files	F1: Mrs. Maridell F. Hermosa

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			F2: Ms. Shirley M. Labayna
3:31-4:30PM	60 mins	Session 4: Welfare and Benefits of Employees	Mrs. May Bernadeth O. De La Rosa
4:31-4:45PM	15 mins	End-of-Day Evaluation	Program Management Team
4:46-5:00PM	15 mins	PMT Debriefing	Program Management Team
Day 2 November 20, 2024			
8:00-8:15AM	15 mins	Management of Learning	Program Management Team
8:16-9:15AM	60 mins	Session 5A: Rationalization of Teachers Workload in Public Schools	Mr. John M. Chavez
9:16-9:45AM	30 mins	Session 5B: Computation of Payment of Teaching Overload	Mrs. May Bernadeth O. De La Rosa
9:46-10:00AM	15 mins	Health Break	
10:01AM-12:00PM	120 mins	Session 6: Cash Management	Mrs. Aleli L. Arceo
12:01-1:00PM	60 mins	Lunch Break	
1:01-3:00PM	120 mins	Session 7: Familiarization of Various Property and Supply Forms and Reports	Mrs. Ruby M. Tan
3:01-3:15PM	15 mins	Health Break	
3:16-4:30PM	75 mins	Session 8: Utilization of Various DepEd Office Productivity Software	Engr. David M. Zoleta Jr.
4:31-4:45PM	15 mins	End-of-Day Evaluation	Program Management Team
4:46-5:00PM	15 mins	PMT Debriefing	Program Management Team
Day 3 November 21, 2024			
8:00-8:15AM	15 mins	Management of Learning	Program Management Team
8:16-9:15AM	60 mins	Session 9: Child Protection Policy	Ms. Josefina P. Brual
9:16-9:30AM	15 mins	Health Break	
9:31-11:00AM	90 mins	Session 10: DepEd Manual of Style, Service Marks, and Visual Identity	Mr. Kyle David V. Atienza
11:01AM-12:00PM	60mins	Session 11: Workplace Application Plan	Mr. Kyle David V. Atienza
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:00PM	60 mins	Session 2: Onboarding Manual for Non-Teaching Personnel	Mr. Kyle David V. Atienza
2:01-2:20PM	20 mins	Post-Test	Program Management Team
2:21-2:35PM	15 mins	Health Break	

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2:36-2:50PM	15 mins	End-of-Activity Evaluation	Program Management Team
2:50-4:20PM	90 mins	Closing Program: <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • Insights • Statement of Challenge • Acceptance of Challenge • Ceremonial Oathtaking Ceremony • Photo Opportunity • Awarding of Certificates • Reminders • Closing Remarks 	Program Management Team
4:21-4:30PM	10 mins	PMT Debriefing	Program Management Team

/SGOD-HRDS-KDA

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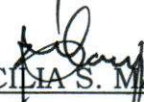
Office of the Schools Division Superintendent







RECOMMENDATION AND APPROVAL SHEET

Division Order _____ Division Memo _____
 Circular Letter _____ Bulletin _____
 Unnumbered Division Memo/Letter _____ Other Publications (Pls. Specify) _____


Subject or Title : **THREE-DAY ONBOARDING AND INDUCTION PROGRAM CUM OATH TAKING CEREMONY FOR NEWLY HIRED ADMINISTRATIVE OFFICERS AND ASSISTANTS OF THE SCHOOLS DIVISION OF MARINDUQUE**

Prepared by : 
KYLE DAVID V. ATIENZA, SEPS-HRD

Endorsed by : 
MA. CECILIA S. MANAY, CES-SGOD

<u>DIVISION/UNIT</u>	<u>COMMENT</u>	
<u>INITIAL/SIGNATURE</u>		
Office of the Schools Division Superintendent		
Administrative Service Unit		
Finance Service Unit		
Budget Officer		
Division Accountant		
Curriculum Implementation Division		
Schools Governance and Operations Division		

Recommending Approval:


MABEL F. MUSA, PhD
 Asst. Schools Division Superintendent

APPROVED:


LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

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