



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

Department of Education
Division Office
RECORDS SECTION
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JAN 16 2025 Time:

Office of the Schools Division Superintendent

January 14, 2025

DIVISION MEMORANDUM

No. 004 s. 2025

**ONBOARDING PROGRAM FOR NEWLY HIRED 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 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 Office Learning Plan of DepEd MIMAROPA and on the regional and division needs analysis and emerging directives, the common learning needs or performance gaps for newly hired non-teaching personnel 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 Newly Hired Non-Teaching Personnel in the Schools Division of Marinduque (Phases 2 and 3)** from **January 2025 to June 2025**.
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:

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- 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 Oathtaking Ceremony	November 19-21, 2024
Phase 2: Independent Online Learning via Facebook Social Learning Group	January 14-February 14, 2025
Phase 3: Coaching and Mentoring Sessions <i>cum</i> Accomplishment of Onboarding Manual	February 17-June 17, 2025
Phase 4: Completion Ceremony	July 2025

7. Phase 1 of the onboarding program concluded last November 2024 where 142 newly hired Administrative Officers (AOs) and Administrative Assistants (ADASs) were inducted into the Department. These are the only eligible personnel for 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.

8. Concerned personnel shall join the social learning group through www.facebook.com/groups/onboardingforntpmdq. 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.

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

10. 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.

11. 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 upload the scanned copies of their fully accomplished and signed PMCFs, onboarding manual, and M&E

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report, in .pdf format, through bit.ly/NTPOnboardingPortalMdq on or before June 27, 2025.

12. 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.
13. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
14. 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 Memorandum No. 86, s. 2024
Division Memorandum No. 68-A, s. 2023

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

MANUALS
TRAINING PROGRAMS

/SGOD-HRDS-KDA

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LIST OF PHASE 1 COMPLETERS

NO.	LAST NAME	FIRST NAME	MIDDLE NAME	POSITION
1.	Balanza	Nathalie	Leal	Administrative Assistant III
2.	Orilla	Hensly	Sena	Administrative Assistant III
3.	Historillo	Rose Ann	Olivar	Administrative Assistant III
4.	Inding	Christine	Mendoza	Administrative Assistant III
5.	Malabunga	Michelle	Malapad	Administrative Assistant III
6.	Mercene	Melody	Peregrin	Administrative Assistant III
7.	Laderas	Rowena	Panuculan	Administrative Assistant III
8.	Roque	Mary Joy	Mercene	Administrative Assistant II
9.	Motol	Joan	Pineda	Administrative Assistant II
10.	Malacas	Mary Jane	Roque	Administrative Assistant II
11.	Dela Cruz	Kristel	Lineses	Administrative Assistant I
12.	Malelang	Ana Marie	Historillo	Administrative Officer II
13.	Malimata	Cherilyn	Lazo	Administrative Officer II
14.	Paguio	Misty	Loto	Administrative Officer II
15.	De Castro	Angelica	Regio	Administrative Officer II
16.	Malangis	Shiella May	Layo	Administrative Officer II
17.	Pajanustan	Maryrose	Morong	Administrative Officer II
18.	Larraquel	Ma. Venus	Mabute	Administrative Officer II
19.	Opis	Analyn	Mazon	Administrative Officer II
20.	Rosales	Froilan	Recalde	Administrative Officer II
21.	Larrosa	Jayson	Malapote	Administrative Officer II
22.	Motol	Almira Leah	Saporna	Administrative Officer II
23.	Olivar	Jose Nikko	Del Rosario	Administrative Officer II
24.	Mujar	Ma. Angelica	Alcober	Administrative Officer II
25.	Jalos	May Lanie	Magcamit	Administrative Officer II
26.	Roldan	Diana Jane	Malabana	Administrative Officer II
27.	Marasigan	Angel Joan	Mendoza	Administrative Officer II
28.	Pedernal	Enrica	Revidizo	Administrative Officer II
29.	Gillado	Arvin	Gaan	Administrative Officer II
30.	Jabat	Mier Kristine	Sol	Administrative Officer II
31.	Sario	John Robert	Romey	Administrative Officer II
32.	Tejones	Sarah Jane	Lazo	Administrative Officer II
33.	Luisaga	Christine	Martinez	Administrative Officer II
34.	Magcamit	Roselle	Bersalona	Administrative Officer II
35.	Rioflorido	Jay Lyne	Rementilla	Administrative Officer II
36.	Moncada	Marie Claire	Sartillo	Administrative Officer II

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37.	Historillo	Chester Marie	Mascareñas	Administrative Officer II
38.	Del Mundo	Christel Diane	Historillo	Administrative Officer II
39.	Jarlego	Marites	Bilay	Administrative Officer II
40.	Mirones	Sheila Grace	Miralles	Administrative Officer II
41.	Retardo	Donna	Maling	Administrative Officer II
42.	Lozano	Ma. Concepcion	Macalood	Administrative Officer II
43.	Natal	Bernalyn	Natal	Administrative Assistant III
44.	Mariano	Lorna	Llave	Administrative Assistant III
45.	Mayores	Abel	Los Baños	Administrative Assistant III
46.	Lazo	Jayson	Zulueta	Administrative Assistant III
47.	Zamora	Reginaldo	Watiwat	Administrative Assistant III
48.	Pereyra	Adelaida	Reynoso	Administrative Assistant III
49.	Rioflorido	Marites	Quijano	Administrative Assistant III
50.	Amoyan	Alexander	Jao	Administrative Assistant III
51.	Regala	William	Culala	Administrative Assistant III
52.	Villaluz	Ma Elda	Lamboloto	Administrative Assistant III
53.	Livelo	Franco Baltazar	Azagra	Administrative Assistant III
54.	Estrella	Rosabelle	Regis	Administrative Assistant III
55.	Altamarino	Marivic	Rodas	Administrative Assistant III
56.	Omagap	Anna Christina	Sapulpayaya	Administrative Assistant III
57.	Semilla	Rochelle	Frias	Administrative Assistant III
58.	Villaruel	Grace	Plata	Administrative Assistant III
59.	Retardo	Anne Remcy	Sales	Administrative Assistant III
60.	Lozano	Jephthah		Administrative Assistant II
61.	Orencio	Emily	Sapungan	Administrative Assistant II
62.	Abuyan	Jeffany Anne	Rondina	Administrative Assistant II
63.	Puente	Valentino	Reginio	Administrative Assistant II
64.	Huelba	Rowena	Lingon	Administrative Assistant II
65.	Oracion	Rodelyn	Montiel	Administrative Assistant II

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66.	Sore	Almar	Saludo	Administrative Assistant II
67.	Marquez	Bonifacio	De Luna	Administrative Assistant II
68.	Gripo	Maria Asuncion	Nilo	Administrative Assistant II
69.	Malinao	Glynis Karen	Julao	Administrative Assistant III
70.	Maling	Rose Ann	Osicos	Administrative Assistant II
71.	Sales	Karen	Pabillo	Administrative Assistant III
72.	Vallano	Maria Alma	Peñaflorida	Administrative Assistant II
73.	Salvacion	Marie Antonette	Gatchalian	Administrative Assistant III
74.	Pestaño	Virl Rich Dianne	Navisa	Administrative Assistant II
75.	Robles	Collen Murphy	Peñaroyo	Administrative Assistant III
76.	Rosales	Marieta	Quijano	Administrative Assistant II
77.	Monteagudo	Cherry	Isanan	Administrative Assistant II
78.	Pedrigal	Jolly	Ricamara	Administrative Assistant III
79.	Buñag	Annabell	Quindoza	Administrative Assistant II
80.	Cudiamat	Joeliza Quennie	Sace	Administrative Assistant II
81.	Paz	Glynnis Lyzette	Dionisio	Administrative Officer II
82.	Zoleta	Lynnette	Apostol	Administrative Assistant II
83.	Bautista	Charina	Salvacion	Administrative Officer I
84.	Sadiwa	Ricazel	Medina	Administrative Assistant III
85.	Flores Ii	Celedonio	Malarayap	Administrative Assistant II
86.	Piedad	Raquel	Majaba	Administrative Officer II
87.	Noche	Rose Ann	Sandig	Administrative Assistant II
88.	Sajul	Josephine	Lagar	Administrative Assistant II
89.	Masbate	Lady Ann	Minga	Administrative Assistant II
90.	Maling	Shiela	Hernandez	Administrative Assistant II
91.	Ricafort	Aubrey Ann	Domantay	Administrative Assistant II
92.	Constantino	Nonita	Javier	Administrative Assistant II

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93.	Mayores	Romalyn	Hermosa	Administrative Assistant II
94.	Subion	Ma Cristina	Mayores	Administrative Assistant II
95.	Historillo	Ma. Cassandra	Serdeña	Administrative Assistant II
96.	Martinez	Alfranc Emmanuel	Monteras	Administrative Assistant II
97.	Jalos	Jorge Ii	Narvaez	Administrative Assistant II
98.	Atienza	Ronald	Saavedra	Administrative Assistant II
99.	Gozon	Diana	Orencio	Administrative Assistant II
100.	Malubag	Geraldine	Malapad	Administrative Assistant II
101.	Rodas	Maricel	Muhi	Administrative Assistant II
102.	Ricamara	Alvin	Letas	Administrative Assistant II
103.	Jalotjot	Sheryl	Loto	Administrative Assistant II
104.	Orilla	Cecilia	Sosa	Administrative Assistant II
105.	Palaspas	Keren Gayle	Liwanagan	Administrative Assistant II
106.	Decena	Robina	Retardo	Administrative Assistant II
107.	Paez	Mariane	Zulueta	Administrative Assistant II
108.	Par Jr	Rodolfo	Ribleza	Administrative Assistant II
109.	Pastrana	Melba	Rolle	Administrative Assistant II
110.	Dulay	Lorena	Opis	Administrative Assistant II
111.	Pabilane	Lara Mae	Lacdao	Administrative Assistant II
112.	Bonode	Maria Jeanell	De Guzman	Administrative Assistant II
113.	Portela	May Ann	Quindoza	Administrative Assistant III
114.	Ola	Divina Gracia	Muhi	Administrative Assistant III
115.	Malvar	Ma. Irish	Leal	Administrative Assistant III
116.	Macanda	Cherrie Jean	Pilar	Administrative Assistant III
117.	Madurog	Donna Belle	Ligeralde	Administrative Assistant III
118.	La Rosa	Eva	Orilla	Administrative Assistant III

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119.	Rocha	Emmalyn	Reginio	Administrative Assistant II
120.	Jasmin	Jane Carla	Fajardo	Administrative Officer II
121.	Mortel	Vina	Palomares	Administrative Officer II
122.	Francisco	Rosewel	Nitoral	Administrative Officer II
123.	De Torres	Nebar	Querol	Administrative Officer II
124.	Morales	Cherry Lou	Guitarrez	Administrative Officer II
125.	Manzo	Marieta	Jinao	Administrative Officer II
126.	Jardeleza	Leiziel	Mortel	Administrative Officer II
127.	Par	Ave Lyne	Villa	Administrative Officer II
128.	San Diego	Andro Nikko	Nagutom	Administrative Officer II
129.	Mantaring	Elayzah	Rejano	Administrative Officer II
130.	Macutong	Anthony	Magcamit	Administrative Officer II
131.	Fellizar	Julius Allen	Lasac	Administrative Officer II
132.	Lope	Shiela	Lolong	Administrative Officer II
133.	De Castro	Marianne	Mogol	Administrative Officer II
134.	Paclibar	Clarissa	Mapacpac	Administrative Officer II
135.	Lumalang	Mitzi Gay	Saporna	Administrative Officer II
136.	Livelo	Maria Franz Ascencion	Licop	Administrative Officer II
137.	Bernaldez	Armily	Lagran	Administrative Officer II
138.	Jalos	Georly	Mandia	Administrative Officer II
139.	Red	Janel Amorette	Pevidal	Administrative Officer II
140.	Mansalapus	Rizelle Ann	Manahan	Administrative Officer II
141.	Reforma	Janice	Geromo	Administrative Officer II
142.	Tagbago	Eltheza Marisa	Ramiro	Administrative Officer II

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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]

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MONITORING AND EVALUATION FORM FOR SCHOOL/UNIT 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: 2025

Number of Newly Hired Non-Teaching Personnel Mentored:

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PART II. PROGRESS MONITORING

Add rows as necessary.

Names of Newly Hired Non-Teaching Personnel	Names of Mentors	Accomplishment Date	Remarks

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. _____

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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?

<i>Issues and Concerns Encountered</i>	<i>Solutions</i>	<i>Recommendations</i>

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?

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3. Are there general points for improvement of the program implementation that you would like to suggest? If yes, please specify below.

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