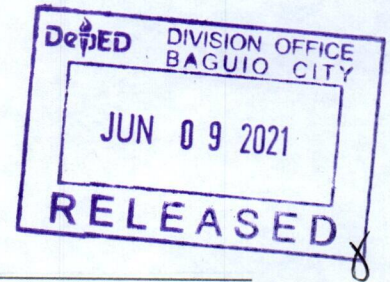




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**



June 8, 2021

DIVISION MEMORANDUM  
 No. **161**, s. 2021

**Non-Teaching Employees Induction Program**

To : CID and SGOD Chief Education Supervisors  
 Public School District Supervisors  
 Education Program Supervisors  
 Public School Heads  
 All Schools Division Office Personnel  
 All Others Concerned

1. The Schools Division Office will conduct a Non-Teaching Induction Program to Newly-Hired non-teaching employees on June 14-16, 2021 from 8:00AM-5:00PM to be held at the Division Office Training Hall via limited face to face and google meet. Link will be sent to each participant.
2. The objectives of the program are the following:
  - 2.1 To orient the male and female newly hired non-teaching employees on their roles and responsibilities, organizational structure, culture and policies in the work area.
  - 2.2 To promote competence, commitment and accountability in the performance of their job with a degree of professionalism.
  - 2.3 To inculcate moral values, fairness and integrity in the workplace.
3. Participants to the said activity are the following:

Names of Participants		
Ngagan, Lesner	Guilas, Jovelyn	Yap, Kimberly Reyanne
Cadungog, Vima	Lomas-e, Lorraine	Arciaga, Frederick
Binayan, Nathalie	Milan, Alice	Pasul, Evelyn
Bangse-il, Arian	Naron, Airah Kaye	Quiocho, Miguel
Aglasi, Zeny Dee	Tigcangay, Raquel	Torres, Patricia
Alban, Robert	Janelle	Bohol, Randy
Alingbas, Mel	Bagano, Creselda	Aspuria, Kristofferson
Cister, Jillian	Rabara, Elsa	Clark
Badol, Marie Liza	Na-oy, Mark Francis	Gundran, Kristine
Bantic, Gina	Oliva, Katrina	Salisa, Elvie
Bautista, Eleonor Grace	Tadao, Kevin	Flores, Kitchie Ame
Carbonel, Belin	Ayyang, Delfin	Pedralvez, Luisa
Escobar, Nemhel	Mayaen, Betty	Totaan, Alyssa
Fedcheck, Khaju Luisa	Buccat, Arlani	Galera, Maria Lorena
Fiao-ag, Ezra	Cabatic, Mark Ronald	Santos, Rose Ann
	Celino, Frances	Sepal, Micaela



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 Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://www.facebook.com/DepEdTayoBaguioCity)

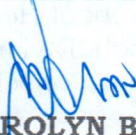



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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

4. Participants shall submit a Re-Entry Action Plan to their respective offices.
5. Participants shall confirm their attendance on or before June 13, 2021 to **MS. ASUNCION C. SAGUID** at mobile number 09257892215.
6. Participants to the activity need to strictly comply with protocols on social distancing and implement precautionary measures consistent with the IATF health protocols, DOH protection protocols, local quarantine rules and all other relevant protocols outlined in DepEd and DepEd Task Force COVID-19 issuances.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent 

SGOD/HRDS/acs

Encl.: As stated

Reference:

To be indicated in the Perpetual Index:



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