



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

03 October 2022

DIVISION MEMORANDUM
No. **471-A** s. 2022

ON-BOARDING PROGRAM FOR NEWLY HIRED NON-TEACHING PERSONNEL OF SDO-CATANDUANES

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Cognizant to CSC MC No. 3 s. 2012 "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME_HRM), this Office issues the On-boarding Program for Newly Hired and Non-Teaching Personnel of SDO-Catanduanes.
2. This Program aims to provide platform for newly hired non-teaching employee of the SDO to be inducted into their new job/position. This is to ensure better retention, engagement, and productivity.
3. It covers the period from the assumption to duty of the newly hired personnel to six (6) months which is the probationary period.
4. For information and strict compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encls:
As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES ORIENTATION

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**ON-BOARDING PROGRAM FOR NEWLY HIRED AND NON-TEACHING PERSONNEL
OF SDO-CATANDUANES**

RATIONALE

The unknown is usually unnerving to many. New job is an example of something unknown thus makes some newly hired employees anxious. Anxiety is an emotion that is noted to hinder productivity. Brown (2005) suggested that anxiety felt by new employees may be reduced by letting them understand what their job is about and what their place in the organization. Moreover, reduced anxiety helps employees gets absorbed in the organization faster thus performs the job better. This perspective is shared by Bauer (2010) who proposed that the faster new hires welcome and prepared for their jobs, the faster they will contribute to the firm's mission.

The Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, series of 2012 established the implementation of Strategic Performance Management System (SPMS) in all government agencies. The SPMS ensures that each Division, unit, and individual member of the organization shall contribute to the attainment of the agency's major final output.

As a Schools Division Office (SDO) committed to ensure that each teaching and non-teaching personnel be a positive contribution to its vision and mission the Onboarding Program for newly hired Non-Teaching Personnel of SDO Catanduanes is put in place. This Program aims to provide platform for newly hired non- teaching of the SDO to be inducted into their new job/position. This is to ensure better retention, engagement, and productivity.

SCOPE

1. This policy provides for the establishment of the On-boarding Program for Newly hired Non-Teaching Personnel of SDO Catanduanes in all schools in the SDO. All newly hired non- teaching personnel should undergo this program. This covers from the assumption to duty of the newly hired non- teaching personnel to six (6) months which is the probationary period.





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DEFINITION OF TERMS

1. **TEACHING** - refers to a position that is directly engaged in teaching or in the delivery of instruction at the kindergarten, elementary and secondary levels (junior high school and senior high school), whether on a full-time or part-time basis, in schools and learning centers.
2. **NON-TEACHING** - refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instruction.
3. **NEWLY HIRED** – refers to an employee who has not previously been employed by the employer.
4. **ONBOARDING** - refers to the Learning and Development program in which new hires are integrated into the organization. It includes activities that allow new employees to complete an initial new-hire orientation process, as well as learn about the organization and its structure, culture, vision, mission and values.
5. **PROMOTION** - refers to the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.
6. **SCHOOL HEAD** – refers to the person who is responsible for the effective general management of the school, for ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience. The budget holder, following devolved authority, and will be financially accountable for the school.
7. **ADMINISTRATIVE OFFICER** – refers to a person is responsible for providing administrative and clerical support to an organization.
8. **PERSONNEL OFFICER** – refers to a person who oversees employee relations and staffing concerns. He or she oversees recruiting the right people for a job.

POLICY STATEMENT

This Office hereby sets the guidelines on the establishment and implementation of the onboarding Program for Newly hired Non-Teaching Personnel of SDO Catanduanes, stipulating the phases, activities, timeline and person responsible.





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ON BOARDING PHASE

PHASE 1. PRE-ONBOARDING

The Pre-Onboarding Phase is conducted by the SDO Personnel Officer. It starts from the preparation of the advice to the selected applicant to be hired. The following are the activities:

1. The selected applicant to be hired are advised to submit the following documents:
 - 1.1 2 original copies of Personal Data Sheet-revised 2017 (computerized)
 - 1.2 2 original copies of Work Experience Sheet
 - 1.3 2 copy of authenticated PRC License ID (duly authenticated by PRC)
 - 1.4 2 original copies of authenticated Certificate of Eligibility (duly authenticated by CSC)
 - 1.5 2 original copies of Position Description Form
 - 1.6 4 original copies of Oath of Office-revised 2017
 - 1.7 2 original copies of PSA Birth Certificate
 - 1.8 1 original copy of GSIS MIS form
 - 1.9 1 copy of Official Transcript of Records
 - 1.10 1 copy Certification of Good Standing and Board Rating
 - 1.11 1 copy of PSA Birth Certificate
 - 1.12 1 original copy of Medical Certificate-revised 2017 (form 211) (duly certified by the government physician)
 - 1.13 1 copy of Drug Test result
 - 1.14 1 copy of Blood Test result
 - 1.15 1 copy of Urinalysis result
 - 1.16 1 copy of X-ray result
 - 1.17 1 copy of Neuro Psychiatric Exam/Psychological Exam
 - 1.18 1 copy of NBI Clearance
 - 1.19 2 copies of Assignment order
 - 1.20 2 copies of First day of Service
 - 1.21 2 copy of Philhealth (MDR), Pag Ibig Membership Form, 1 SALN ,
1 TIN Card
 - 1.22 2 copies of Landbank Account Number
 - 1.23 2 copies of Marriage Contract/Certificate (if Married)





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PHASE 2. WELCOMING NEW HIRES

1. Oath taking Ceremonies. This is a Division- wide activity participated by newly hired non- teaching personnel in the SDO. The SDS administers the oath to the newly appointed personnel. After the Oath taking the personnel are introduced in the organization. This is the first formal introduction of the newly hired personnel to the organization. This is conducted every month. The Personnel Section oversees the activity.
2. For Division based Personnel.
 - 2.1 The personnel officer introduces the newly hired to the unit/section they are assigned.
 - 2.2 The unit/section/Division head is expected to:
 - 2.2.1 Give an informal orientation to the personnel regarding work arrangements, processes relevant to the daily conduct of work.
 - 2.2.2 Introduced the new personnel to the members of the unit.
 - 2.2.3 Offer a simple welcome activity the new member of the family.
3. For School-Based Personnel, the school head is responsible for the orientation of the newly hired non-teaching personnel in the school. School Heads are expected to:
 - 3.1 Introduce the new personnel (teaching) to the group during a conference.
 - 3.2 Give an orientation as to organizational structure, processes, and procedures relevant for the conduct of activity.
 - 3.3 Give a simple welcoming activity to the new member of the organization.

PHASE 3. ROLE SPECIFIC TRAINING

This is a crucial phase of the onboarding Program. The modules should be discussed within 6 months. The modules cover specific job discussion, skills, and competencies, learning and development Program, career progression, welfare and benefits, leave laws and other policies governing all employees in the organization.

FOR NON-TEACHING

The Onboarding activity for the non-teaching is facilitated by the Personnel Section and in partnership with SGOD-Human Resource Development and School





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Management Monitoring and Evaluation, internal and external Learning Service Providers. The following topics shall be discussed but not limited to:

1. Compensation & Benefits
 - GSIS
 - PHILHEALTH
 - PAGIBIG
2. Step Increment
3. Withholding Tax
4. SALN and Personal Data Sheet
5. Leave Laws
6. Mental and Social Health
7. DepEd Manual of Style for Clerks
8. Landscaping and Table Skirting for Utility Workers
9. First Aid for Security Guards
10. Career Path & Results Based Performance Management System
11. Financial Literacy
12. Service Orientation on Organizational Structure and Processes
13. Other topics related to their position

PHASE 4. EASING THE TRANSITION TO THEIR NEW ROLE

This phase ensures that the newly hired employees' needs are addressed. Division Memorandum no. 422 s. 2022 entitled Job and Character Assessment of Probationary Employees. Result of the tool is used by the immediate supervisor for the Technical Assistance to be given to the employee. It is expected that employee at this phase is closely monitored by the immediate supervisor.

IMPLEMENTATION

PHASE	TIMELINE
PHASE 1. PRE-ONBOARDING	Week one
PHASE 2. WELCOMING NEW HIRES	Week 2
PHASE 3. ROLE SPECIFIC TRAINING	Should be conducted not later than 3 rd month upon hiring.
PHASE 4. EASING THE TRANSITION TO THEIR NEW ROLE/ COACHING	3 rd to 6 th month





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MONITORING AND EVALUATION

The School Management, Monitoring and Evaluation Unit of the School Governance and Operations Division in coordination with the Personnel Unit shall conduct monitoring, provide technical assistance, and note best practices and feedback of the program.

REFERENCES

1. CSC Memorandum Circular No. 6, s. 2012 provided guidelines in the establishment and implementation of agency Strategic Performance Management System.
2. CSC MC No. 3 s. 2012 “Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
3. Bauer (2010), Onboarding New Employees: Maximizing Success, SHRM Foundation, United States.
4. 2017 Omnibus Rules on Appointment and Other Human Resource Actions, As Amended (2019 Edition.)

