



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



07 October 2022

DIVISION MEMORANDUM
No. 475 s. 2022

**CONDUCT OF DIVISION STAFF ORIENTATION WORKSHOP (DSOW)
RE: ORIENTATION AND ONBOARDING OF NEWLY HIRED
NON-TEACHING PERSONNEL**

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

1. Relative to the conduct of the Orientation and Onboarding of Newly Hired Non-Teaching Personnel on October 12-14, 2022, a DSOW shall be held on October 10, 2022, 8AM to 5PM, at Rakdell Inn, Virac, Catanduanes.
2. This activity aims to:
 - a. orient the members of the TWG on the training process
 - b. design tasks and activities that are essential for attaining the program objectives
3. List of participants is hereto attached.
4. Meals (AM/PM snacks and lunch) and travel expenses of the participants shall be charged against local funds/school MOOE subject to the usual accounting, budgeting, and auditing rules and regulations.
5. 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

MBL/DM-Conduct of DSOW....
008/October 7, 2022





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LIST OF PARTICIPANTS
CONDUCT OF DIVISION STAFF ORIENTATION WORKSHOP (DSOW)
RE: ORIENTATION AND ONBOARDING OF NEWLY HIRED
NON-TEACHING PERSONNEL

1. Aroline T. Borja
2. Marichelle B. Llave
3. Atty. Norlito Jr. P. Agunday
4. Angelo James O. Aguinalde
5. Linda A. Icaranom
6. Korina Carla H. Basco
7. Jannette S. Marquez
8. Roma Angelee A. Soleybar
9. Ma. Carissa M. Guerrero
10. Anju G. Tugay
11. Maria Audrea L. Vivo
12. Eva S. Tolentino
13. Mark Lester V. Urbano
14. Christine Louise S. De Leon
15. Antonio S. Manoguid

