



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY


NOV 07 2024

Division **MEMORANDUM**
No. 726, s. 2024

INDUCTION TRAINING FOR NEWLY HIRED NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Division of Sagay City will hold an **Induction Training for Newly Hired Non-Teaching Personnel** on November 12, 2024 at the Division Conference Room. This training is intended for non-teaching personnel hired between August 2023 and October 2024.
2. The purpose of the training is to orient participants on the following:
 - a. The Department of Education's Mission, Vision, Goals, Core Values, Structure, Programs and Services
 - b. Compensation and benefits
 - c. Conduct and ethical standards for public officials and employees
3. A List of Participants is attached as an enclosure to this Memorandum.
4. Expenses incurred in the conduct of this activity are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. It is understood that in the conduct of these activities, there shall be no discrimination in the provision of such learning and development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors and personal circumstances that run counter to the principles of equal opportunity.
6. Immediate and wide dissemination of this memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



Enclosure : As stated
Reference : None
Allotment : N/A
No. of Pages : 2
To be indicate in the **Perpetual Index** under the following subjects:

INDUCTION TRAINING

NON TEACHING PERSONNEL

mst/OSDS





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Inclosure 1 to Division Memo 726, s. 2024

**List of Participants to the Induction Training
for Newly Hired Non-Teaching Personnel**

Name	Position	Station
1. Shiza V. Sanares	Administrative Aide IV	Sagay National HS
2. Michael S. Paragoya	Administrative Aide VI	Division Office
3. Ma. Theresa Jesebel G. Libre	Administrative Assistant II	SV Aguilar IS
4. Merianclaire L. Laurente	Administrative Officer II	Colonia Divina IS
5. Dr. Rhizza Faye T. Barcenilla	Dentist II	Division Office
6. Ryan C. Redobles	Administrative Assistant II	Bato National HS
7. Weenavy A. Bedayos	Administrative Assistant II	Colonia Divina IS
8. Kaye Jeane F. Rosal	Administrative Aide VI	Division Office
9. Philip Howard B. Malundo	Administrative Aide VI	Division Office
10. Cheryl Mae C. Dumapias	Administrative Assistant III	Division Office
11. Gedion M. Baceloña	Administrative Assistant II	District IV
12. Junine O. Vistar	Administrative Aide VI	Division Office
13. Rene G. Balolot	Administrative Assistant II	Division Office
14. Rancyll D. Cabalhin	Administrative Assistant II	Eusebio Lopez IS