



Republic of the Philippines
Department of Education
 Region VI –Western Visayas
SCHOOLS DIVISION OF ILOILO CITY

Office of the Schools Division Superintendent

August 20, 2021

DIVISION MEMORANDUM

No. 68 s. 2021

INDUCTION PROGRAM FOR THE NEWLY HIRED ADMINISTRATIVE OFFICERS II

To: Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary/Secondary School Principals//Heads/Officers-in-Charge
 Unit Heads

1. There will be an induction program for the newly hired Administrative Officers II to be conducted on September 8-10, 2021 at 8:30 a.m. to 5 p.m. This will be done virtually. The link will be provided to all participants before the activity

2. The aims of this orientation are the following:

- a. Orient the participants of their role and functions as Administrative Officer II
- b. Discuss their responsibilities as government workers as embodied in R.A. 6713; and
- c. Enable them to craft their Individual Performance Commitment and Review Form (IPCRF)

3. The following are the participants to this activity:

- a) Schools Division Superintendent - 1
- b) Assistant Schools Division Superintendent - 1
- c) Administrative Officer V - 1
- d) Accountant III - 1
- e) Administrative Officer V (Budget) - 1
- f) Administrative Officer IV - 3
- g) Administrative Officer IV (ICNHS/LPNHS) - 2
- h) Newly hired Administrative Officers II - 34
- i) Support Staff - 6

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4. Enclosed is the Training matrix for the said activity.

5. Expenses relative to the conduct of the activity shall be charged against OPDNTF downloaded fund.

6. Immediate dissemination and compliance of the contents of this Memorandum is desired.


 MA. LUZ M. DE LOS REYES
 Schools Division Superintendent

Enclosures.: As stated

Reference : None

Allotment : 1-2-3-4-5-6-7 (Division Memorandum No. 157, s. 2019)

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

PERSONNEL

ORIENTATION

ADMINISTRATION



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INDUCTION PROGRAM FOR THE NEWLY HIRED ADMINISTRATIVE OFFICERS II
TRAINING MATRIX

September 8, 2021

8:30 – 9:00 a.m.	- Opening program Prayer Pambansang Awit Regional Hymn City Hymn Opening Remarks - Dr. Ma. Luz M. de los Reyes Schools Division Superintendent Attendance Check - Charise Majella D. Castellano
Orientation/Seminar Proper	
9:00 – 12:00 nn	- Job Description/Duties and Responsibilities of AO II - R.A. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees
12:00 nn – 1:00 p.m.	- LUNCH BREAK
1:00 – 3:00 p.m.	- Leave Laws
3:00 – 5:00 p.m.	- Reclassification of Positions

September 9, 2021

8:30 – 9:00 a.m.	- Prayer - Attendance Check - Charise Majella D. Castellano
9:00 - 10:30 a.m.	- RECORDS MANAGEMENT SYSTEM by: Rosemarie P. Fanega Administrative Officer IV (Records)
10:40 – 12:00 nn	- PROPERTY SUPPLY MANAGEMENT by: Mary Ann H. Mendoza Administrative Officer IV (Supply)
12:00 – 1:00 p.m.	- LUNCH BREAK
1:00 – 4:00 p.m.	- PERSONNEL ADMINISTRATION by: Charise Majella D. Castellano Administrative Officer IV (Personnel)

September 10, 2021

8:30 – 9:00 a.m.	- Prayer - Attendance Check
9:00 – 12 nn.	- Workshop on the Crafting of AO II IPCR by: Dannie Clark M. Uguil OIC – Office of the Asst. Schools Division Superintendent
12:00 – 1:00 p.m.	- LUNCH BREAK
1:00 – 4:00 p.m.	- Continuation of Workshop
4:00 – 4:30 p.m.	- Oathtaking Ceremony of newly Hired AO II
4:30 – 5:00 p.m.	- Closing Program