



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 10 2024

MEMORANDUM

**STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR
EXCELLENCE IN NON-TEACHING ROLES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
All Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. In line with the ongoing efforts to enhance the performance and development of non-teaching personnel, the Schools Division Office of Muntinlupa will conduct a 2-day induction program titled "**Strengthening Public Service: An Induction Program for Excellence in Non-Teaching Roles**" on **October 24 and 25, 2024**, at Muntinlupa Elementary School, Conference Room.
2. This program is designed to orient newly hired personnel on their roles and responsibilities; develop competencies in key areas such as administrative processes, customer service, and performance management; and strengthen commitment to public service standards.
3. Expected participants are the newly hired personnel in the division office and schools from July 2023 to present. Please see the attached list for reference. Likewise, the identified participants are requested to pre-register through this link: <https://tinyurl.com/NTPInduction-2024> on or before October 21, 2024.
4. All participants are requested to bring their laptops on the second day of the said training for the output development.
5. Attached is the matrix of activities, for reference.
6. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

SCHOOL
IMR/ Induction Program NTP
376 October 9, 2024

TRAINING

PERSONNEL

UN-2024-376-



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Enclosure 1: Matrix of Activities

Day 1: October 24, 2024

TIME	ACTIVITY	FACILITATOR
7:30 – 8:00 a.m.	Arrival and Registration	PMT
8:00 – 8:30 a.m.	Opening Program 1. National Anthem 2. Prayer 3. Statement of Purpose 5. Opening Remarks/Message	PMT
8:30-9:30 a.m.	Overview of DepEd Organizational Structure	Ms. Madeline Ann L. Diaz Chief Education Supervisor
9:30 10:30 a.m.	Introduction to the Office Functions and KRAs & SDO Processes	Ms. Ma. Regaele A. Olarte OIC-Chief Education Supervisor
10:30-11:45 a.m.	Non-Teaching Personnel Benefits & Welfare	Ms. Shiela Rose Bachoco Wong Administrative Officer II
12:00 n.n.-1:00 p.m.	Break	PMT
1:00-3:30 p.m.	Ethical Standards and Professionalism in Public Service	Atty. Erness Faith Regacho-Espanto Legal Officer I
3:30-4:45 p.m.	Customer Service Excellence	Ms. Flordelyn D. Paglinawan Invited Guest
4:45-5:00 p.m.	QAME & Closing Program	PMT



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Day 2: October 25, 2024

TIME	ACTIVITY	FACILITATOR
8:00 – 8:30 a.m.	Management of Learning	PMT
8:30-9:30 a.m.	Office Communication: Oral and Written Skills	Dr. Ma. Carmen D. Solayao Education Program Supervisor
9:30 10:30 a.m.	Office Technology: Basic IT Skills and Processes	Mr. Reynante L. Benito Project Development Officer I
10:30-11:45 a.m.	Professional Development Opportunities for Non-teaching Personnel	Mr. Andres F. Sicam Jr. Education Program Specialist
12:00 n.n.-1:00 p.m.	Break	
1:00-3:30 p.m.	Performance Management System for Non-Teaching Personnel	Ms. Ivy M. Romano Senior Education Program Specialist
3:30-4:45 p.m.	PRIME Automation	Ms. May Borjal Information Technology Officer
4:45-5:00 p.m.	QAME & Closing Program	PMT



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