



DIVISION MEMORANDUM

No. 360, s. 2015

ORIENTATION ON THE GUIDELINES OF HIRING, PROMOTION AND OTHER PERSONNEL ACTIONS ON TEACHING, TEACHING RELATED AND NON-TEACHING POSITIONS OF THE DIVISION

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. The field is hereby informed of the scheduled "Orientation on the Guidelines on Hiring, Promotions and other Personnel Actions on Teaching, Teaching Related and Non-teaching Positions of this Division on July 6-10, 2015 (refer to enclosure).
2. The participants to the said activity are the PSDS/OICs/Caretakers, four elementary school heads per District and three secondary school heads per Municipality.
3. Travelling expenses of Division Personnel and District Supervisors and other incidental expenses such as training materials, snacks and meals of participants shall be charged against the Division Training Fund while travelling expenses of School Personnel shall be charged to School MOOE, subject to its availability and the usual accounting and auditing rules and regulations. Host Districts are directed to coordinate with the Accounting Section, regarding the expenses to be incurred in relation to the aforementioned activity.
4. This Memorandum serves as "Authority to Travel" of the participants.
5. Immediate and wide dissemination of this Memorandum is directed.

ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng15

Telephone Numbers

Schools Division Superintendent:	(032) 256-6405	Website: www.depedcebuprovince.com
Asst. Schools Division Superintendent:	(032) 620-9216 loc. 104	E-mail Add: depedcebuprovince@yahoo.com
	(032) 620-9218 loc. 103 or Fax (tel. no. 256-4628) (Mr. Roselief Galig)	
Accounting Section:	(032) 254 2632 (Mrs. Gervasia Sanchez)	
Disbursing Section:	(032) 256-4401 (Ms. Ma. Teresa Paraita)	
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	

Enclosure to Division Memorandum No. _____ s. 2015

SCHEDULE OF THE ORIENTATIO-WORKSHOP

Districts	Date	No. of Pax	Venue
Minglanilla 1 & 2, San Fernando, Sibonga, Argao 1 & 2, Dalaguete 1 & 2, Alcoy, Boljoon, and Oslob,	July 6, 2015	79	San Fernando Central School
Santander, Samboan, Ginatilan, Malabuyoc, Alegria, Badian, Moalboal, Ronda, Alcantara, Dumanjug 1 & 2 and Barili 1 & 2	July 7, 2015	98	Ronda Central School
Aloguinsan, Pinamungajan 1 & 2, Balamban 1 & 2, Asturias, Tuburan 1 & 2 and Tabuelan	July 8, 2015	63	Balamban Central School 1
San Remigio 1 & 2, Medellin, Daanbantayan 1 & 2, Bantayan 1 & 2, Madridejos and Sta. Fe	July 9, 2015	63	San Remigio Central School 1
Tabogon, Borbon, Sogod, Catmon, Carmen, San Francisco, Poro, Tudela, Pilar, Compostela, Liloan, Consolacion and Cordova	July 10, 2015	112	Carmen Central School

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PROGRAM

Part 1 – Preliminary Activities (Host District)

A. Registration - 7:00 A.M. to 8:00

B. Opening Program (8:00 to 8:30)

- B.1 Philippine National Anthem
- B.2 Sugbo Hymn
- B.3 Prayer
- B.4 Statement of Purpose
- B.5 Intermission Number
- B.6 Presentation of Participants

Part II –Orientation Proper

Time	Topic	Facilitators/Resource Speakers
8:30 - 10:00	Session 1 The New Hiring Guidelines of DepEd Ref. 1. DepEd Order No. 7, s. 2015 2. DepEd Order No. 7, s. 2015	Mr. Roseller N. Gelig ASDS
10:00 - 12:00	Session 2 The Guidelines on Appointment and Promotion of Teaching, Teaching Related and Non-Teaching Personnel Ref. 1. DepEd Order No. 66, s, 2007 2. MEC Order No. 10, s. 1979 3. DepEd Order No. 57, s. 1997	Mr. Rejie Gonzaga HR Officer Dr. Mary Ann Flores EPS Dr. Novie Mangubat EPS
12:00 - 1:30	LUNCH BREAK	
1:30 – 2:30	Continuation of Session 2	
2:30 – 3:30	Session 3 The Guidelines on Transfer/Reassignment of Teachers Ref. DepEd Order No. 22 s, 2013	Mr. Roseller N. Gelig ASDS
3:30 - 4:00	Preparation and submission of the District Orientation Plan	Mr. Roseller N. Gelig ASDS
4:00 – 4:30	Closing Program	Host District

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