



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

RELEASED  
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February 10, 2022

DIVISION MEMORANDUM  
 No. 036, s. 2022

**GUIDELINES ON THE CONDUCT OF ONBOARDING FOR NEWLY HIRED PERSONNEL**

To: Chief Education Program Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Education Program Specialists  
 All Other Schools Division Office Personnel  
 Public Elementary and Secondary School Heads  
 Public Elementary and Secondary Non-teaching Personnel

- Pursuant to Division Memorandum 371, s. 2021 – **SDO Abra Contextualized Guidelines on Learning and Development Management**, non-teaching employees who are new in the service shall undergo onboarding activities. This is to ensure their smooth integration and adjustment to the organization and to be oriented on job functions, establish role clarity, job satisfaction and organizational commitment.
- The following committee and personnel shall be in-charged of the onboarding program, with their specific functions, to wit:

COMMITTEE	PERSONS IN-CHARGE	TERMS OF REFERENCE
Consultant	SDS Benilda M. Daytaca	<ul style="list-style-type: none"> <li>Approves guidelines/policies, AR,PR and memoranda for the conduct of the whole cycle of the onboarding activities.</li> </ul>
Personnel Development Committee (PDC Chairperson)	Asst. Schools Division Superintendent	<ul style="list-style-type: none"> <li>Oversees the over all conduct of the onboarding activities.</li> </ul>
Over all Chairpersons	Eden T. Adriatico SEPS – HRD  Janet B. Pascua AO V for Administrative Services	<ul style="list-style-type: none"> <li>Leads in the recommendation and contextualization of policies in the implementation of the induction and on boarding activities.</li> <li>Leads in the planning and organizing the induction and onboarding activities</li> <li>Prepares memoranda and other related documents for the conduct of the induction and onboarding activities</li> </ul>
Facilitators	Administrative Officers IV-Immediate Supervisors of the newly-hired NTP  Janet B. Pascua AO V	<ul style="list-style-type: none"> <li>Conducts the orientation and assist in the crafting of the IPCRF of the newly-hired NTP</li> <li>Submits completion report of the conducted onboarding activities</li> </ul>
Portfolio/Output checkers/validators	Eden T. Adriatico HRD SEPS Deo M. Ramos HRD EPS II	<ul style="list-style-type: none"> <li>Checks the completeness of the portfolio/outputs after the onboarding program</li> <li>Conducts interview/conference as needed, based on the outputs.</li> </ul>



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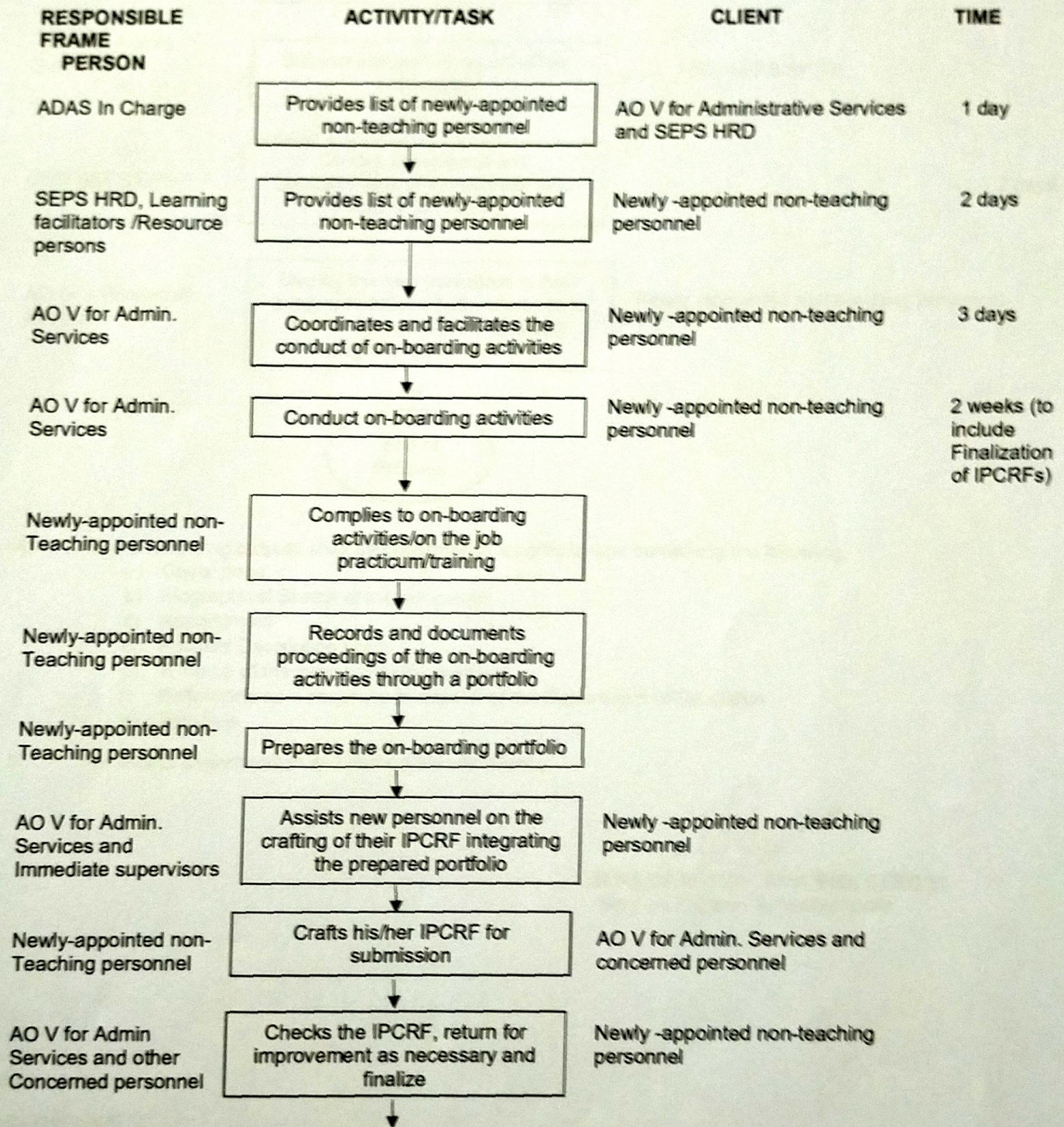


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3. All personnel involved in the onboarding activities shall be guided by the following process flow:



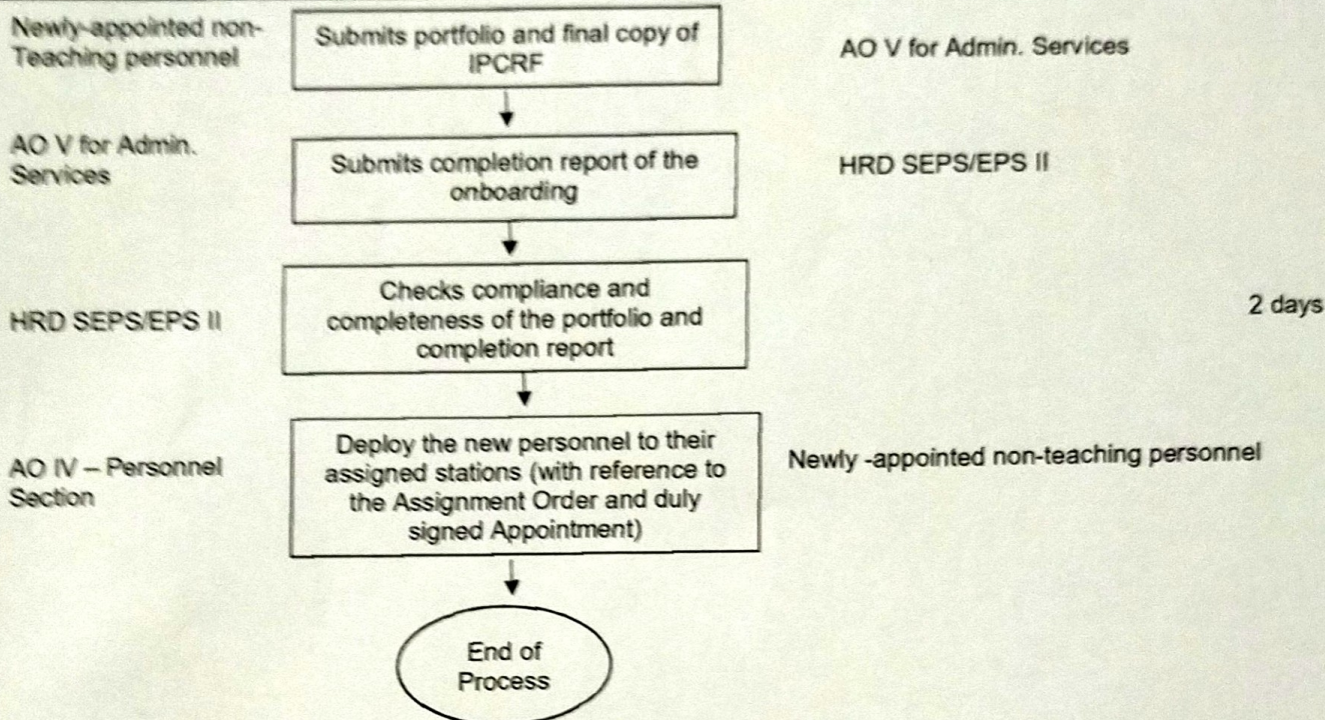
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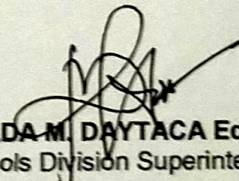
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4. The onboarding outputs shall be presented in a portfolio type containing the following:
  - a) Cover page
  - b) Biographical Sketch of the personnel
  - c) Appointment
  - d) Position Description Form
  - e) Write-up of the onboarding proceedings
  - f) Reflections as a neophyte personnel of the Department of Education
  - g) Pictorials
5. For widest dissemination and immediate compliance.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
 Schools Division Superintendent

Encls.: As stated

SGOD/HRDS/ETA  
 DM- GUIDELINES ON THE CONDUCT OF ONBOARDING FOR NEWLY HIRED PERSONNEL



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