

Republic of the Philippines

Department of Coucation

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



February 10, 2022

DIVISION MEMORANDUM No. 026 . 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:

PERSONS IN-CHARGE	TERMS OF REFERENCE
SDS Benilda M. Daytaca	 Approves guidelines/policies, AR,PR and memoranda for the conduct of the whole cycle of the onboarding activities.
Asst. Schools Division Superintendent	Oversees the over all conduct of the onboarding activities.
Eden T. Adriatico SEPS – HRD Janet B. Pascua AO V for Administrative Services	Leads in the recommendation and contextualization of policies in the implementation of the induction and on boarding activities. Leads in the planning and organizing the induction and onboarding activities Prepares memoranda and other related documents for the conduct of the induction and onboarding activities.
Administrative Officers IV- Immediate Supervisors of the newly-hired NTP	Conducts the orientation and assist in the crafting of the IPCRF of the newly-hired NTP
Janet B. Pascua AO V	 Submits completion report of the conducted onboarding activities
Eden T. Adriatico HRD SEPS Deo M. Ramos HRD EPS II	 Checks the completeness of the portfolioloutputs after the onboarding program Conducts interview/conference as needed, based on the outputs.
	Asst. Schools Division Superintendent Eden T. Adriatico SEPS – HRD Janet B. Pascua AO V for Administrative Services Administrative Officers IV- Immediate Supervisors of the newly-hired NTP Janet B. Pascua AO V Eden T. Adriatico HRD SEPS Deo M. Ramos



Address
Leeptone No.
Website
E-mail.

Activided-Exonomia St., Zone 2, Bangued, Abra

(074)614-6918

http://www.dapadals.a.com absorbased.gov.ph





ISO SOLT 2015 Curtified Quality Management System CHN SCREENS QM15



Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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

RESPONSIBLE FRAME PERSON	ACTIVITY/TASK	CLIENT	TIME
ADAS In Charge	Provides list of newly-appointed non-teaching personnel	AO V for Administrative Services and SEPS HRD	1 day
SEPS HRD, Learning facilitators /Resource persons	Provides list of newly-appointed non-teaching personnel	Newly -appointed non-teaching personnel	2 days
	The same of the sa		
AO V for Admin. Services	Coordinates and facilitates the conduct of on-boarding activities	Newly -appointed non-teaching personnel	3 days
101/6 11.			
AO V for Admin. Services	Conduct on-boarding activities	Newly -appointed non-teaching personnel	2 weeks (to include
			Finalization of IPCRFs)
Newly-appointed non-	Complies to on-boarding		
Teaching personnel	activities/on the job practicum/training	And the Control of the State of	
Newly-appointed non-	Records and documents		
Teaching personnel	proceedings of the on-boarding activities through a portfolio		
	1		
Newly-appointed non- Teaching personnel	Prepares the on-boarding portfolio		
	1		
AO V for Admin. Services and Immediate supervisors	Assists new personnel on the crafting of their IPCRF integrating the prepared portfolio	Newly -appointed non-teaching personnel	
Newly-appointed non- Teaching personnel	Crafts his/her IPCRF for submission	AO V for Admin. Services and concerned personnel	
	J.		
AO V for Admin Services and other Concerned personnel	Checks the IPCRF, return for improvement as necessary and finalize	Newly -appointed non-teaching personnel	
	+		



Address: Telephone No.: Website: E-mail: Activided-Economia St., Zone 2, Bangued, Abra (074)614-6918

http://www.depedabra.com abra@deped.gov.ph







Republic of the Philippines

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Newly-appointed non-Submits portfolio and final copy of AO V for Admin. Services Teaching personnel **IPCRF** AO V for Admin. Submits completion report of the HRD SEPS/EPS II Services onboarding Checks compliance and 2 days completeness of the portfolio and HRD SEPS/EPS II completion report Deploy the new personnel to their Newly -appointed non-teaching personnel AO IV - Personnel assigned stations (with reference to Section the Assignment Order and duly signed Appointment) End of **Process**

- 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
- For widest dissemination and immediate compliance.

BENILDAM, DAYTACA EdD, CESO VI Schools Division Superintendent

Encls.: As stated

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



Address: Telephone No.: Website: Actividad-Economia St., Zone 2, Bangued, Abra (074)614-6918

http://www.depedabra.com abra@deped.gov.ph





ISO 9001:2015 Certified Quality Management System CRN 50500994 QM15