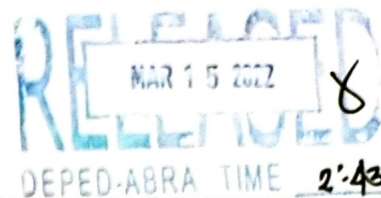




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA



March 14, 2022

Division Memorandum
No. 068, s. _____

ON BOARDING OF NEWLY HIRED PERSONNEL

To: **Berna B. Caddarao**
Aileen Joy C. Fuentes
Ray Jones C. Balneg
Concerned School Head
Other Concerned SDO Personnel

1. The Schools Division Office will conduct an onboarding for all Newly-Hired Personnel on March 14, 2022, 8:00am, SDO Conference Hall.
2. This onboarding activity aims to:
 - a. Introduce and orient on the duties and responsibilities based on their Job Description.
 - b. Familiarize with the roles, rights, responsibilities and accountabilities attached to the position, and
 - c. Capacitate participants in performing assigned tasks
3. Participants to this activity are Newly Hired Administrative Aide VI and 1 newly Administrative Officer II.
4. Stringent health protocols should be observed before, during and after the conduct of the activity.
5. For information and immediate dissemination.


BENILDA M. DAYTACA, EdD CESO V
Schools Division Superintendent

OSDS/Admin/jbb



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



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