

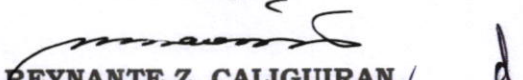


Republic of the Philippines
Department of Education

REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

MEMORANDUM

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
All Others Concerned

From: 
REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Date: January 4, 2021

Subject: **VIRTUAL OATH TAKING AND ON-BOARDING FOR THE NEWLY HIRED AND PROMOTED NON-TEACHING EMPLOYEES IN THE DIVISION OF TUGUEGARAO CITY**

1. The Schools Division of Tuguegarao City, through its Human Resource Management Unit and Human Resource Development Unit, will conduct virtual oath taking and on-boarding for the newly hired and promoted Non-Teaching Personnel in the Division on **January 11, 2021, 1:00 p.m.** via google meet.
2. This activity, among others, aims to:
 - 2.1. Acquaint the newly hired and promoted Non-Teaching Personnel with the roles, rights, responsibilities, and accountabilities attached to their respective positions;
 - 2.2. Familiarize them with the DepEd's various programs and activities and its mandates and objectives;
 - 2.3. Orient them with personnel benefits and employee welfare; and
 - 2.4. Intensify awareness on RA 6713, known as the "Code of Conduct and Ethical Standards for Public Officials and Employees".
3. Anent thereto, the newly hired and promoted non-teaching personnel per attached List of Participants (Enclosure No. 1) are hereby advised to download google meet application and log-in at least thirty minutes before the activity via this link: **meet.google.com/hko-rkgu-ude**.
4. **All Elementary and Secondary School Heads** are likewise enjoined to attend the said undertaking.
5. For information and wide dissemination.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
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DEPARTMENT OF EDUCATION
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DIVISION OF TUGUEGARAO CITY

Enclosure No. 1: LIST OF PARTICIPANTS

No.	NAME	POSITION	ASSIGNMENT
1	GUMPAD, MICHELLE DUQUE	Admin. Officer II (AO I)	Elementary Schools
2	QUIZZAGAN, MARICEL BERMUDEZ	Admin. Officer II (AO I)	Elementary Schools
3	PINSON, KATRINA MILDRED TESORO	Admin. Officer II (AO I)	Elementary Schools
4	VILLACORTE, ANGELICA GACIAS	Admin. Officer II (AO I)	Elementary Schools
5	VALLANGCA, JOHN LORENZ PANAMBO	Admin. Officer II (AO I)	Elementary Schools
6	TUMBALI, DINA MARIE SORIANO	Admin. Officer II (AO I)	Elementary Schools
7	JAYONA, ANALIZA ESCALANTE	Admin. Officer II (AO I)	Elementary Schools
8	PAGUNURAN, JELYNE CANAPI	Admin. Officer II (AO I)	Elementary Schools
9	DOMINGO, NIGEL JUAN	Admin. Officer II (AO I)	Elementary Schools
10	VINARAO, MARY JANE AGGABAO	Admin. Officer II (HRMO I)	Personnel Unit
11	LAGGUI, MANILYN REMIGIO	Admin. Assistant III	Personnel Unit
12	ANCHETA, EMILY CACERES	Admin. Assistant III	Personnel Unit
13	BONIFACIO, JENNIFER TAMAYAO	Admin. Assistant III	Accounting Unit
14	DOMINGUEZ, LEI NERIKA ANDAL	Admin. Assistant III	Accounting Unit
15	PAUIG, LILIBETH MAGGAY	Admin. Assistant III	Accounting Unit
16	LACAMBRA, ANGELYN SIBAYAN	Admin. Assistant II	Accounting Unit
17	SALOMON, SHARENE ANNE CASTAÑEDA	Admin. Assistant II	Elementary Schools
18	CATLI, MITCHIE KATE IRIGAYEN	Admin. Assistant III	Secondary School
19	BABARAN, LEON JR. PALLINGAYAN	Admin. Aide VI	Supply Unit
20	PERLAS, EMERALD REGLOS	Admin. Aide VI	Office of the CID Chief
21	BACUD, JAKE SAMONTE	Admin. Aide I	General Services
22	BAUI, MARICION CAMBRI	Admin. Aide I	Secondary School



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