Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 09 2026

OFFICE MEMORANDUM
HRDD -2026- 016

To: Assistant Regional Director
Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

INDUCTION PROGRAM FOR THE NEWLY HIRED REGIONAL OFFICE PERSONNEL

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a live-out Induction Program for the Newly Hired Regional Office Personnel on November 26-27, 2026 within Dumaguete City. The final venue shall be announced on a separate Memorandum.

2. The activity aims to:
a. orient participants a clear understanding of the Department's mandate, organizational structure, systems, policies, processes, and expectations; and
b. develop participants' work competence and confidence about self and the organization.

3. Attached are the following:
a. List of Program Management Team;
b. Timeline of Activities;
c. Program Matrix;
d. List of Participants;
d. Meal Provision;

4. Anent this, the concerned identified members of the Program are requested to join the virtual meeting on November 13, 2026 at 1:30 PM via MS Teams (Enclosure A: List of Program Management Team).

Meeting ID: 420 148 909 662 935
Passcode: PB2Av9NG

Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: depednir.net

5. Incurred expenses during the conduct of the induction program such as meals, snacks, and venue rental shall be charged against RO MOOE subject to usual accounting and auditing rules and procedures.

6. For queries, contact Katherine Y. Sedillo, CES-HRDD and Queenie E. Butalid, OIC-EPS-HRDD.

7. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

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Enclosure A. **List of Program Management Team** (Adapted from DM 44 s. 2026)

Role	Terms of Reference	Name of Officer/s
Program Manager	-Oversees the implementation of the entire program. -Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. -Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. -Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. -Leads in crafting the Program Completion Report	**Katherine Y. Sedillo** HRDD, Chief Education Supervisor
Learning Manager	-Leads the conduct of the program per session -Ensures that the program is carried out based on the detailed design in collaboration with the resource persons -Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. -Facilitates management of learning activities as scheduled and as needed. -Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. -Ensures that the pre-assessment is administered.	**Queenie E. Butalid** HRDD, OIC-Education Program Supervisor

Resource Persons	-Applies effective presentation and facilitation techniques in conducting assigned sessions. -Provides expert content input during learning sessions.	**Katherine Y. Sedillo** Chief Education Supervisor, HRDD **Dr. Melvin M. Niñal** Chief Education Supervisor, QAD **Ma. Lira Cynthia B. Quejada** Chief Education Supervisor, ESSD **Dr. Sol Grace Timola** Chief Education Supervisor, FTAD **Dr. Serafin Fariñas** Chief Education Supervisor, PPRD **Romeo Sanchez** Chief Education Supervisor, AD **GL C. Haro** Chief Education Supervisor, CLMD **Jennifer P. Piodos** OIC - Chief Administrative Officer, FD **Adorni G. Sanchez** Administrative Officer V, AD
M & E Coordinator	-Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. -Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. -Applies process observation and prescribed tools to monitor and evaluate program delivery. - Administers and analyzes the results of Level 1 evaluation which	**Albert S. Recto** QAD, OIC- Education program Supervisor

	is to be presented during debriefing. -Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. -Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.	
Documenter	-Documents the proceedings of the learning sessions using the prescribed documentation template. -Takes photos of the different parts of the program delivery	**Almyr Ceazar V. Dequiña** OIC-Administrative Officer V
Secretariat	-Attends to registration needs of participants. -Ensures that learners fill up attendance sheets every day.] -Prepares directory of participants based on registration forms. -Assists in the distribution of learning materials and supplies. -Assists in posting and collection of session outputs. -Compiles session documents and learning resource materials.	**Angelita Soccoro K. Caballo** OIC- Education Program Specialist
Welfare Officer	-Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. -Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).	**Joe Marie C. Dolino** HRDD, OIC-Education program Supervisor

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Logistics Officer	-Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. -Leads ocular inspection of venues to ensure adherence to standards and specifications. -Checks that session rooms are always ready for use and conducive to learning.	**Kristian Paul S. Anqui** HRDD, COS-Clerck I
Finance Officer	-Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. -Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. -Monitors and documents all disbursements against budget to support liquidation. -Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.	**Jennifer P. Piodos** FD, OIC-Chief Administrative Officer

Enclosure B. **Timeline of Activities** (Indicating phases of implementation)

Phases of Implementation	**Activities**	**Schedule**	**Platform**	**Persons Involved**
Pre-implementation	Meeting with the Technical Working Group	November 13, 2026, 1:30 PM	MS Teams	Facilitators-All Functional Division Chiefs HRDD Personnel

Implementation	Conduct of Induction Program	November 26-27, 2026	Within Dumaguete	All participants
Post-implementation	Feedback giving on QAME result	December 1, 2026	DepEd NIR	TWG & HRDD Personnel

Enclosure C. **Program Matrix**

Day 1: November 26, 2026				
Start	**End**	**Duration (Mins.)**	**Activity**	**In-Charge/ Recourse Person**
DAY 1: November 27, 2024				
7:00 AM	8:30 AM	90	Call Time, Arrival, Registration and Pre-Assessment	HRDD
8:30 AM	9:45 AM	75	PRELIMINARIES Nationalistic Song Prayer NQMS DepEd NIR Hymn	HRDD AVP AVP AVP AVP
			Acknowledgment of Participants Statement of Purpose Welcome Message Inspirational Message Introduction of Learning Facilitators Levelling of Expectations and FIRST Framework Orientation	**Joe Marie Dolino** HRDD, OIC-Education Program Supervisor **Katherine Y. Sedillo** HRDD Chief Education Program Supervisor **Anthony H. Liobet JD, CESO V** Assistant Regional Director **Ramir B. Uytico EdD, CESO III** Regional Director **Dr. Alan D. Bautista** HRDD, Education Program Supervisor **Queenie E. Butalid** HRDD, OIC-Education Program Supervisor
9:45 AM	10:00 AM		Health Break	All Participants

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10:00 AM	11:00 NN	60	Session 1. Telling Your "Why?"	**Dr. Melvin M. Niñal** QAD, Chief Education Supervisor
11:00	12:00 PM	60	Session 2. Getting to Know the DepEd NIR Office	**Ma. Lira Cynthia B. Quejada** ESSD, Chief Education Supervisor
			LUNCH	
1:00 PM	1:30 PM	30	cont...Session 2. Getting to Know the DepEd NIR Office	**Ma. Lira Cynthia B. Quejada** ESSD, Chief Education Supervisor
1:30 PM	2:30 PM	60	Session 3. Glancing at Central and Regional Agenda	**Dr. Sol Grace Timola** FTAD, Chief Education Supervisor
2:15 PM	2:30 PM	15	Health Break	
2:30 PM	3:30 PM	60	Session 4. Meeting Organizational Goals and KRAs	**Serafin Fariñas** PPRD, Chief Education Supervisor
3:30 PM	4:30 PM	60	Session 5: Sharpening Performance in the Workplace	**Romeo Sanchez** AD, Chief Education Supervisor
4:30 PM	5:00 PM	30	Reminders and accomplishment QAME	**Albert S. Recto** QAD, OIC- Education program Supervisor
			Debriefing	Program Management Team
Day 2: November 27, 2026				
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Attendance Check	**HRDD**
8:30 AM	10:00 AM	90	Session 6: Acquainting Office Work Functions	**GL C. Haro** CLMD, Chief Education Supervisor
10:00 AM	10:15 AM		Health Break	

10:15 AM	11:45 AM	90	Session 7: Spelling-out Employees' Ethical Standards, Rights, Benefits and Welfare	**Jennifer P. Piodos** FD, OIC-Chief Administrative Officer
11:45 AM	12:00 PM	15	Reminders and accomplishment QAME	**Albert S. Recto** QAD, OIC- Education program Supervisor
1:00 PM	2:00 PM	60	Session 8: Work-Life Balance	**Adorni G. Sanchez** Admin Officer V Asset
2:00 PM	3:30 PM	90	Session 9: Setting Personal and Professional Goals	**Katherine Y. Sedillo** HRDD Chief Education Program Supervisor
3:30 PM	4:00 PM	15	FIRST Integration Workshop: My NIR Journey and Validation of Output	**Queenie E. Butalid** HRDD, OIC-Education Program Supervisor **All FD Chiefs**
4:00 PM	5:00 PM	60	Closing Program Presentation of Key Insights & Commitments	HRDD

Enclosure 4: **List of Participants**

NAME	POSITION/DESIGNATION	FUNCTIONAL DIVISION
UYTICO, RAMIR B.	Regional Director	ORD
LIOBET, ANTHONY H.	Assistant Regional Director	ORD
SANCHEZ JR., ROMEO S.	Chief Administrative Officer	AD
FARIÑAS, SERAFIN III G.	Chief Education Supervisor	PPRD
HARO, G.L. JOHN C.	Chief Education Supervisor	CLMD

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QUEJADA, MA. LIRA CYNTHIA B.	Chief Education Supervisor	ESSD
TUALA, JASPER T.	Supervising Administrative Officer	ASD
BAUTISTA, ALAN D.	Education Program Supervisor	HRDD
BUELOS, JOSE ERNIE M.	Education Program Supervisor	CLMD
SINGSON, JOEY IAN C.	Education Program Supervisor	PPRD
OZOA, MICHELLE D.	Education Program Supervisor	QAD
GUANZON, NONITO T.	Education Program Supervisor	CLMD
VILLACORTE, ROY D.	Education Program Supervisor	FTAD
BUNGCASAN, ABIGAIL C.	PDO II	ORD
MOSQUEDA, FELIX III D.	Project Development Officer IV	ESSD
SANCHEZ, ADORNI G.	Administrative Officer V (Personnel)	ASD
BUNGCASAN, MARLON B.	PDO II (DRRM)	ESSD
ARANCES, MARY JOY S.	ADAS III	PPRD
BELANIZO, JULIES A.	Administrative Officer V (Records)	ASD
CENTENO, GIAN DAINELLE E.	Computer Programmer II	ICT
GABRIEL, JERICO	Administrative Officer I	ARD
PALUBON, JEMELY ROSE T.	Administrative Officer I	ASD
RAVILLO, GLEN JR. I.	Administrative Officer II	PAU
SONJACO, LUSERLYN A.	Administrative Officer II	ASD
NIÑAL, MELVIN M.	Chief Education Supervisor	QAD
TIMOLA, SOL GRACE O.	Chief Education Supervisor	FTAD
GENTILEZO, BEBCE O.	Education Program Specialist II	HRDD
BERINA, RAFFY L.	Education Program Supervisor	CLMD

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SEDILLO, KATHERINE Y.	Chief Education Supervisor	HRDD
DELOS REYES, MARY GRACE C.	Education Program Supervisor	CLMD
BACOLADO, JR. ERIC S.	Education Program Supervisor	CLMD
DIVINAGRACIA, LUISITO R.	Education Program Supervisor	QAD
GEDURIAGAO, ALLEAH JOY C.	Technical Assistant I	ESSD
LAJOT, NATHANIEL E.	Information Technology Officer I	ICT
FILIPINAS, FRANCIS RAY	Legal Officer III	LEGAL
ENCABO, RENE	Education Program Supervisor	QAD
LAGUDA, ZECRIC	Education Program Specialist II	HRDD
REB JOSHUA LIOBET	Engineer III	ESSD
RODRIGUEZ, MA. ALYSA M.	Administrative Officer IV	ASD
GABAS, MISHELL	Medical Officer IV	ESSD
BUSMEON, ANNE MARGARETH T.	Accountant III	Finance
ABELLO, JEAN MARY JOY R.	Accountant II	Finance
ZAMORA, RODNEY Z.	Nutritionist-Dietitian II	ESSD
JARANILLA, ALBERTO S.	Teacher Credentials Evaluator II	Admin
JONALYN S. CARBAJOSA	Teaching Aids Specialist	CLMD
SHARMAINE L. GALAPATE	Librarian III	CLMD
RAYMART B. ABELLA	Statistician I	CLMD

Enclosure E. Meal Provision

Day	1	2
Breakfast	x	x
AM Snacks	[redacted]	
Lunch		
PM Snacks		