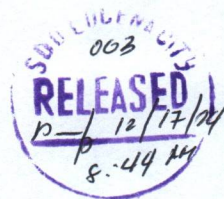




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



13 Dec 2024

DIVISION MEMORANDUM

No. 349, s. 2024

**OATHTAKING AND ORIENTATION CEREMONY OF NEWLY HIRED AND
PROMOTED TEACHING AND NON-TEACHING PERSONNEL**





TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the conduct of “Oathtaking and Orientation Ceremony of Newly Hired & Promoted Teaching and Non-Teaching Personnel” on the following dates:

DATE	ACTIVITY	VENUE
December 17, 2024 (1:30 pm – onwards)	Orientation	Ground Floor LCTECC, SDO Lucena City
December 18, 2024 (8:00 am)	Oath Taking with Mayor Mark Don Victor B. Alcala	New Lucena Special Project Unit, Dalahican Road, Brgy. Mayao Crossing, Lucena City

2. This program aims to achieve the following:
- be familiarized with various activities and programs of the Division, its Mission and Vision as well as its Quality Policy;
 - be acquainted with the roles and responsibilities stipulated in their respective Key Results Area; and
 - increase the organizational commitment, performance level, and career effectiveness.
3. Participants are advised to come in their **Smart Casual** on **December 17, 2024**.
4. Participation shall be subject to the no disruption of classes policy stipulated in **DepEd Order No. 9, s. 2005** - “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith”. School Heads are hereby instructed to make necessary arrangements for classes of the teacher-participants to the activity.
5. Attached to this memorandum are the list of participants and the matrix of activity.

6. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent
  

Enclosure: Matrix of Activity and List of Participants

References: **DepEd Order No. 7 s. 2023** - "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"

DepEd Order No. 9, s. 2005 - "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith".

CSC MC No. 24 s.2017 - "2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)"

OSDS/PROPER / RPT / DM - OATH TAKING AND ORIENTATION CEREMONY OF NEWLY HIRED AND PROMOTED
186 / 12/13/2024 TEACHING AND NON-TEACHING PERSONNEL

LIST OF PARTICIPANTS

TITLE OF ACTIVITY: OATH TAKING AND ORIENTATION CEREMONY OF NEWLY HIRED & PROMOTED TEACHING AND NON-TEACHING PERSONNEL

DATE OF ACTIVITY: DECEMBER 17, 2024

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	SUSAN DL. ORIBIANA	F	SDS	OSDS
2	EDENIA O. LIBRANDA	F	OIC-ASDS	OSDS
3	BENJIE C. RIVERA	M	AO V	OSDS
4	ROCHELLE P. TOLENTINO	F	AO IV/ HRMO	OSDS
5	GLENNA M. HABITO	F	AO II	OSDS
6	ACLAN, VALERIE ANNE JOY CASTILLO	F	TEACHER I	RIS
7	ALCANTARA, DIANA ROSE MANCENIDO	F	TEACHER I	LCNHS-SILANGANG MAYAO EXT.
8	AVILA, AIRISH BUHAT	F	TEACHER I	DALAHICAN ES
9	BAJADO, ALONA ROSE ALAYAN	F	TEACHER I	BARRA ES
10	DEL ROSARIO, ESTRELITA BANAAG	F	TEACHER I	LUCENA WEST I ES
11	ELMA, LYLA ALTHEA TOLENTINO	F	TEACHER I	EAST IX ES
12	HERNANDEZ, CARINE ALCANTARA	F	TEACHER I	LCNHS-MAYAO CROSSING EXTN.
13	PALAS, CLYDE SOBREVINAS	F	TEACHER I	BARRA ES
14	PEÑARANDA, PRINCESS FRANCISCO	F	TEACHER I	DOMOIT ES
15	RAFA, DONNA MAE ALDAY	F	SPECIAL SCIENCE TEACHER I	GNHS
16	VALLE, SEAN DEXTER CAPONPON	M	TEACHER I	KMES
17	ABIERA, SARAH KAYE QUIAMBAO	F	HEAD TEACHER I	LDNHS
18	AGUILA, RACHEL DANICA ENOVEJAS	F	TEACHER III	DOMOIT ES
19	ALEMAN, REY GUADALUPE	M	PRINCIPAL II	LDNHS
20	ARBAN, MARICRIS ARANZA	F	TEACHER II	LDNHS
21	AURELLANA, MARIA AUBREY RANILLO	F	ADMINISTRATIVE OFFICER II	LDNHS-BARRA ANNEX
22	BARCELOS, HAZEL RAYA	F	MASTER TEACHER I	LDNHS
23	BULLOSOS, THERESA GALLARDO	F	TEACHER III	LDNHS
24	CONSISTABLE, LEYDEN VECINAL	F	MASTER TEACHER I	SALINAS ES
25	DAYA, DANN CAPLES WIJKE MARQUEZ	F	TEACHER III	DOMOIT ES
26	DIMATERA, MARIA IMELDA ALBINA	F	TEACHER II	LCNHS
27	ENGAY, VANESSA LUSTERIO	F	TEACHER III	DALAHICAN ES
28	GUERRA, CLARICE ANN FALCULAN	F	TEACHER II	BARRA ES
29	GUERRA, JULY MARASIGAN	M	MASTER TEACHER I	MAYAO CASTILLO ES

30	HOLGADO, CRISTINA ENRIQUEZ	F	TEACHER III	GNHS
31	HUELVA, EDRIANNE MAE BUHAT	F	TEACHER II	DOMOIT ES
32	JUNGCO, CHRISTINE MARASIGAN	F	TEACHER II	DALAHICAN ES
33	LAGOS, ANA ROSALIE DE RAMA	F	TEACHER II	MAYAO CASTILLO ES
34	LAVARRO, JUNET ANDREA MIGULLAS	F	ASSISTANT PRINCIPAL II	CNHS
35	LOYOLA, FLOR BAAY	F	TEACHER III	MAYAO CASTILLO ES
36	MANALO, AIRA JOYCE GARCIA	F	TEACHER II	GNHS
37	MANALO, DAISY NEOR	F	MASTER TEACHER I	LCNHS
38	MUNI, AIZEL RIOFLORIDO	F	TEACHER III	KMES
39	MURILLO, VIVIAN MALLO	F	TEACHER III	BARRA ES
40	ORJALES, MARISHAYNE ZOLETA	F	TEACHER II	KMES
41	OSEA, ROSEMARIE LAGROSA	F	TEACHER III	LDNHS
42	PATAL, MARJORIE ANDAYA	F	MASTER TEACHER I	KANLURANG MAYAO ES
43	ROMASANTA, REYANGELICA RUELOS	F	TEACHER II	IBABANG IYAM ES
44	RUIZ, JOSEPHINE MONACELLO	F	MASTER TEACHER II	MAYAO CROSSING ES
45	TALAVERA, CLAUDINE ASTOVEZA	F	TEACHER II	BARRA ES
46	VALDEZ, MARIA ANNGIELYN EDAD	F	TEACHER II	LDNHS
47	VALIENTE, HAZEL LYN ACLAN	F	TEACHER III	BARRA ES
48	VERONIO, LIGAYA MACAGALING	F	TEACHER III	IBABANG IYAM ES
49	VILLARUEL, AMICA ANNE JIMENEZ	F	TEACHER III	LDNHS
50	VILORIA, KENNA FERNANDEZ	F	TEACHER III	EAST IX ES

TECHNICAL WORKING GROUP

NO.	NAME	DESIGNATION	TASK
51	EUNICE D. KING	ADAS III	Program and Invitation
52	FLORIZA C. INDENIBLE	ADAS III	Master of Ceremony
53	MARIDEL S. BIBIT	ADAS III	Certificates
54	JASPER M. MARTINEZ	ADAS III	Registration
55	MA. LEONORA T. ANDOJAR	ADAS III	Master of Ceremony
56	MOISES CARMELO A. FISICO	ADAS III	Physical Arrangement
57	MARIA CHRISANDREA ELOIE E. QUIROZ	ADA VI	Photos and Minutes of the Meeting

MATRIX OF ACTIVITY

TITLE OF ACTIVITY: **OATH TAKING AND ORIENTATION CEREMONY OF NEWLY HIRED & PROMOTED TEACHING AND NON-TEACHING PERSONNEL**

DATE OF ACTIVITY: **DECEMBER 17, 2024**

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
1:00 pm- 1:30 pm	Registration	Jasper M. Martinez <i>Administrative Assistant III</i>
1:30 pm- 2:00 pm	Opening Program Prayer DepEd Lucena Hymn Acknowledgement & Introduction of Participants and Speakers Opening Remarks Message	Maridel S. Bibit <i>Administrative Assistant III</i> Moises Carmelo A. Fisico <i>Administrative Assistant III</i> Rochelle P. Tolentino <i>Administrative Officer IV/ HRMO</i> Edenia O. Libranda <i>Chief Education Supervisor</i> <i>Officer-In-Charge</i> <i>Office of the Assistant Schools Division</i> <i>Superintendent</i> Susan DL. Oribiana <i>Schools Division Superintendent</i>
2:00 pm- 3:45 pm	Orientation Proper <i>"Employee Leave Benefits"</i> <i>"Salary Administration"</i>	Speakers: Rochelle P. Tolentino <i>Administrative Officer IV/ HRMO</i> Glenna M. Habito <i>Administrative Officer II</i>
3:45 pm- 4:00 pm	Closing Remarks	Benjie C. Rivera <i>Administrative Officer V</i>

FLORIZA C. INDENIBLE and EUNICE D. KING
Masters of Ceremony