



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM:

No. 272 s. 2020

TO: Assistant Schools Division Superintendent,
Non-teaching Employee Union SDO- Tabuk President
Division Unit Head
All Public Elementary and Secondary School Heads
All others concerned

FROM: *ms*
IRENE S. ANGWAY
OIC-Schools Division Superintendent

SUBJECT: Corrigendum on On-Boarding Program for Newly hired Non-Teaching Employees

DATE: December 7, 2020



1. The conduct of On-boarding Program for newly appointed non-teaching employees is moved from November 25-27,2020 to December 16-18,2020, venue will be announce later.
2. This program is designed to:
 - a. Provide a comprehensive orientation on various program, thrust of the Department and the Schools Division;
 - b. Discuss the roles, functions, responsibilities and accountabilities in the realization of the Department's Vision, Mission and Core Values;
 - c. Update on the personal and professional welfare of a government employee: and
 - d. Be aware on the professional Ethical Standards for Non-Teaching personnel.
3. Attached is the list of Non-Teaching personnel with CSC attested appointment.
4. For information, guidance and strict compliance.

