



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM:

No. 232 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: *IRENE S. ANGWAY*
OIC-Schools Division Superintendent

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

DATE: November 3, 2020



1. This Division through the Administrative Section will conduct an On-boarding Program for the newly appointed non-teaching employees on November 25-27,2020, 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.