



SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

September 25, 2017

TRAVEL ORDER
NO. 738, s. 2017

017.2129
26 SEP 2017

TO : LELANIE T. CABRERA
DR. RACHEL B. PICARDAL
MR. ANTONIO BAGUIO
DR. IENY A. SOCORRO
MRS. LIDA P. SARMIENTO
DR. DAN P. ALAR
MR. ARVIN T. LADION
MRS. ROSALIA DAGOY

- ASDS
- SGOD CHIEF
- DEPS
- PSDS
- ADMINISTRATIVE OFFICER V
- SEPS, HRDS
- SEC. SCHOOL PRINCIPAL
- ELEM. SCHOL PRINCIPAL

OFFICE : Division of Negros Oriental

PURPOSE : To attend the CONFERENCE CUM WORKSHOP ON CONTEXTUALIZING INDUCTION PROGRAM RESOURCE PACKAGE

DATE OF TRAVEL : SPETEMBER 28-29, 2017

VENUE/PLACE : CITI PARK HOTEL, F. CABAUG ST. KASAMBAGAN RD., CEBU CITY

ALLOWED/CHARGED TO: (SCHOOL/DIVISION /REGIONAL MOOE funds, subject to the accounting and auditing rules and regulations)

: Transportation/per diem and other incidental expenses (School/Division MOOE funds)

: Board and Lodging (Regional MOOE funds)

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent

26 9/26/17



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
 No. 0653, s. 2017

SEP 18 2017
 0: 9/21/17 JB

CONFERENCE CUM WORKSHOP ON CONTEXTUALIZING INDUCTION PROGRAM RESOURCE PACKAGE

To: ALL SCHOOLS DIVISION SUPERINTENDENTS

1. To ensure that the Region, Division and Schools are instituting a systematic induction process, this office will conduct a Conference Cum Workshop on Contextualizing Induction Program Resource Package on September 28-29, 2017 at the Citi Park Hotel, F. Cabahug Street, Kasambagan Road, Cebu City.

2. This activity aims to collaboratively design an induction process to familiarize the newly promoted employees/new with the job, people, work-place, work environment and the organization, reducing culture shock and the initial anxiety to the new assignment.

3. Participants to this Conference Cum Workshop are the following:

Division Office: 8 Personnel per Division

- 1 Assistant School Schools Superintendent
- 1 SGOD
- 1 Division Education Program Supervisor
- 1 Public School District Supervisor
- 1 Administrative Officer
- 1 Human Resource Officer
- 1 High School Principal
- 1 Elementary School Principal

Regional Office: 11 Regional Personnel

- 1 ASD Chief
- 1 Senior Administrative Officer
- 1 Human Resource Officer
- 1 HRDD Chief
- 4 HRDD Personnel
- 1 PPRD Chief
- 2 Planning Officers

4. Board and lodging incurred shall be charged against the Regional MOOE while traveling and other incidental expenses of the participants shall be charged against the School/Division/ Local Funds subject to the usual accounting and COA auditing rules and regulations.

5. Immediate dissemination and strict compliance of this Memorandum is desired.

Juliet A. Jeruta
 JULIET A. JERUTA, Ph.D., CESO V
 Director III
 OIC-Regional Director