



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

January 15, 2021

DIVISION MEMORANDUM

NO. 013, s. 2021

CONDUCT OF NON-TEACHING PERSONNEL INDUCTION PROGRAM

To: Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Administrative Officer V
All Others Concerned

1. The Schools Division Office of Kabankalan City will conduct the Non-Teaching Personnel Induction Program on February 4 – 5, 2021 at Division Library Hub, ERAMS-East, Kabankalan City.
2. The activity aims to provide a comprehensive orientation on:
 - a. DepEd Mandate, Vision, Mission, Core Values and Strategic Directions;
 - b. Career Path within DepEd;
 - c. Duties and Responsibilities;
 - d. Financial Literacy;
 - e. Anti-graft and Corrupt Practices Act;
 - f. Code of Conduct and Ethical Standards for Public Officials and Employees;
 - g. Administrative Offenses;
 - h. Salaries, Wages, Benefits and Leave Laws; and
 - i. Stress Management Strategies
3. Participants are newly hired non-teaching personnel of SDO Kabankalan City.
4. Wide and immediate dissemination of this memorandum is desired.

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Schools Division Superintendent



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