



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF CANDON CITY

Office of the Schools Division
Superintendent

10 AUG 2021

DIVISION MEMORANDUM

No. 274, s. 2021

**GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF
ONBOARDING GUIDELINES FOR NONTEACHING PERSONNEL
OF CANDON CITY**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
SECTION and UNIT HEADS
ELEMENTARY AND SECONDARY SCHOOLHEADS
ALL OTHERS CONCERNED

1. Pursuant to CSC Memorandum Circular 24, s. 2016 entitled "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)" mandating the institutionalization of the Onboarding Guidelines for Nonteaching Personnel in all areas of human resource, the Department of Education, Schools Division Office of Candon City hereby issues the enclosed **Onboarding Guidelines for Nonteaching Personnel of Candon City**.
2. These guidelines are issued to ensure the adoption and integration of Onboarding Guidelines in the area of Human Resource Management, particularly in Recruitment, Selection, and Placement.
3. These guidelines shall take effect immediately.
4. Immediate dissemination of and strict compliance with this memorandum are directed.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

GUIDELINES PERSONNEL ONBOARDING

DITC/ Onboarding Guidelines for NT
031/August 10, 2021



Address: Nat'l Highway, Brgy. San Isidro, Candon City, Ilocos Sur
Telephone No.: (077) 644-04-11
Email: candon.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF CANDON CITY

ONBOARDING GUIDELINES FOR NONTEACHING PERSONNEL OF CANDON CITY

I. RATIONALE

Pursuant to Section 30 of the Revised Administrative Code of 1987 on the Civil Service Commission, "Career and Personnel Development", and Section 62 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) Revised July 2018, "Continuous Learning and Development", the Department of Education establishes a continuing program for career and personnel development of all employees. The Agency believes that orienting the employees on their workplaces and job is important to fully support their continuing professional development and progress based on the principle of lifelong learning and the commitment to the development of professionalism which is aligned to its Vision, Mission and Core Values.

The Department of Education has reviewed and reformulated policy guidelines on designing training and development (T&D) programs and in conducting activities for the capacity and capability building of the DepEd personnel and staff. These policies are implemented in consonance with the existing policies and guidelines prepared by the Civil Service Commission (CSC), National Economic Development Authority (NEDA), Department of Budget and Management (DBM), Commission on Audit (COA), and this Department, among others. In support of individual personnel development, which is an integral part of T&D, each office shall be responsible for ensuring the relevance and adequacy of T&D programs and activities for its respective personnel. All in accordance with DepEd Order 32, s. 2011, "Policies and Guidelines on Training and Development (T&D) Programs and Activities.

II. OBJECTIVES

The purpose of these guidelines is to ensure smooth integration of new employees to the organization and setting up of productive work and strong relationships with the new employees. Specifically, new employees shall be able to:

1. Understand the organizational management and processes;
2. Understand their rights, privileges, duties, accountability, ethical standards and responsibilities in the realization of the Department's Vision, Mission and Core Values in their workplace;
3. Understand the office policies and procedures as well as proper decorum and ethics;
4. Be fully aware of their rights as part of the organization;



5. Update new entrants in the current trends and issues in education;
6. Help employees understand their new positions and job requirements; and
7. Affirm confidence by being officially welcomed at the division office and/or school.

III. SCOPE

These guidelines shall apply to all new nonteaching personnel in the agency. It shall also include On-The-Job Trainees (OJT) and Job Order employees.

IV. PROCEDURES


PROCEDURES	PERSONS/OFFICE INVOLVED	TASKS	TIME FRAME
Orientation	HRM Officer	The newly appointed nonteaching personnel shall be informed of the organizational structure of the agency.	After the Oath Taking Ceremony
	Immediate Superior (Division Chiefs, Section and Unit Heads, Schoolheads)	The newly appointed nonteaching personnel shall be toured to the different units of the SDO/ school or shall be introduced after the flag raising ceremony, or other means of publication/ announcement. The job description of the position shall also be explained to the appointee.	First week upon assumption to duty
Monitoring	Immediate Superior	Introduce the new employee to co-workers, show his/her workplace, inform about office protocols, and discuss major programs and functions of the office in the division/school.	First week upon assumption to duty
	Immediate Supervisor	Assist the new employee in preparing his/her IPCRF through one-on-one meeting or planning session to establish performance goals and shall provide coaching/mentoring and feedback to the new employee. Explain the performance cycle.	Second week upon assumption to duty

	Division Performance Management Team (PMT) and/or School PMT	Monitor the performance of the new employee	Whole performance cycle schedule (Fiscal Year for non school- based and School Year for school-based)
Learning and Development	SGOD-HRD Office	Provide the new employees with the foundational learning and development interventions for them to be equipped with knowledge necessary in the execution of their assigned jobs. Such trainings shall be based on the observations, feedback, and other assessment that reflect the professional and interpersonal needs of employees.	Year-round

V. EFFECTIVITY

These onboarding guidelines shall become effective upon the approval of the head of the agency.

Prepared by:


DIANALOU ISABEL T. CALINDAS
Administrative Officer IV


Checked and Reviewed by:


JOHN MARVIN M. GACUTAN
Administrative Officer V

Recommending Approval:


MARIECON G. RAMIREZ
Assistant Schools Division Superintendent

Approved by:


ANSELMO R. ALUDINO
Schools Division Superintendent