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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF MISAMIS ORIENTAL



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (088)8564524 09178892245 www.depedmisor.net

MEMORANDUM

No. 657, s.2017

TO : Education Program Supervisors
Senior Education Program Specialist
Education Program Specialists II
Select Non-Teaching Personnel

FROM : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent *Cherry Mae L. Limbaco*

SUBJECT : **COMMUNICATION WORKSHOP AND FRONT DESK SKILLS
cum ORIENTATION ON THE 2017 REVISED OMNIBUS
RULES ON APPOINTMENTS**

DATE : November 16, 2017

1. The Division of Misamis Oriental shall hold a Communication Workshop and Front Desk Skills cum Orientation on the 2017 Revised Omnibus Rules on Appointments on **November 23-24, 2017** at a venue to be set.
2. Participants to this training are all Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists II, select Non-Teaching Personnel. Please refer to the attached Division Memorandum for the list of participants. (Enclosure No. 1)
3. The training matrix is also attached for your reference. (Enclosure No. 2)
4. For information and compliance.

SGOD/ikm

SOAN NSOR



Department of Education
Region X-Northern Mindanao
Division of Misamis Oriental
Del Pilar-Velez St., Cagayan de Oro City
website: www.depedmisori.net
Contact numbers (08822)724615, (088)8564454



**COMMUNICATION WORKSHOP AND FRONT DESK SKILLS
FOR DIVISION OFFICE PERSONNEL
November 23-24, 2017**

PARTICIPANTS

No.	Name	Position	Section
1	Cherry Mae L. Limbaco, Ph.D.	SDS	SDS
2	Jean G. Veloso	ASDS	OASDS
3	Bernadette P. Samaco	Admin Officer V	Personnel
4	Melanie C. Estenzo	Admin Officer IV	Personnel
5	Ena M. Yboran	ADAS 3	Personnel
6	Mario. T. Arroyo	ADAS 2	Personnel
7	Marie Antoinette M. Magallanes	Admin Officer II	Personnel
8	Claribel L. Rodriguez	ADAS 3	Personnel
9	Ildena S Jadap	ADAS 3	Personnel
10	Melissa Paculba	ADA VI	Personnel
11	Mila Janubas	Agriculturist II	Personnel
12	Christinae Grace Tahod	ADA VI	Personnel
13	Ingrid Hebron	Records Officer	Personnel
14	Mylah Dee G. Malicay	ADAS 1	Cashiering
15	Sheila Joy A. Ramiro	ADAS 3	Personnel
16	Eleonor P. Cruz	Supply Officer	Supply Office
17	Mary Karren Y. Ordaniel	ADA VI	OSDS
18	Gina Revecho	ADAS II	OSDS
19	Erlinda G. Dael, Ph.D.	Chief ES	CID
20	Ma. Teresa Absin, Ph.D.	ES	CID
21	Sally S. Aguilar, Ph.D.	ES	CID
22	Johnny Redondo	ES	CID
23	Norberto Rosales	ES	CID
24	Mary Grace Gallana	ES	CID
25	Ferminia Labis	ES	CID
26	Merly Mabelin	ES	CID
27	Annalyn Salcedo, Ph.D.	ES	CID
28	Nelson Absin, Ph.D.	ES	CID
29	Celieto B. Magsayo	ES	CID
30	Andrian F. Tecson	ES	CID
31	Cherryl Ubalde	ES	CID
32	Rudy O. Magdugo	Chief ES	SGOD
33	Rhodora L. Gallares, Ph.D.	ES	SGOD
34	Vevian T. Tuason, Ph.D.	SEPS	SGOD
35	Lindo M. Cayadong	SEPS	SGOD
36	Danny A. Asio	SEPS	SGOD
37	Catherine Ann B. Orasan	EPS II	SGOD
38	Irish Karylle D. Monte	EPS II	SGOD
39	Gerry P. Madrid	EPS II	SGOD
40	Vida Suganob, M.D.	Medical Officer	Medical Section
41	Marglo Isidro, DMD	Division Dentist	Medical Section
42	Atty. Jedah Nangcas	Legal Officer	Legal Officer
43	Mark Lorren Tejano	Budget Officer	Finance
44	Angelita Ranalan	Accountant	Finance
45	Engr. Freddijune Delig	ICT Officer	OSDS
46	Engr. Sandy Simo	Division Engineer	OSDS
47	Edwin L. Gamorot	Planning Officer	SGOD



**COMMUNICATION WORKSHOP AND FRONT DESK SKILLS cum
ORIENTATION ON 2017 OMNIBUS RULES ON APPOINTMENTS**
November 23-24, 2017,

Time	Activity	Person-In-Charge
November 23, 2017, Thursday		
7:00-8:00	Arrival and Registration	Secretariat
8:00-8:30	<i>Opening Program:</i> Pambansang Awit Invocation Welcome Address Presentation of Participants Message	c/o Irish Karylle D. Monte HR EPS II Assigned Participant Assigned Participant Jean G. Veloso Asst. Schools Division Superintendent Mr. Rudy O. Magdugo Chief, SGOD Dr. Cherry Mae L. Limbaco, CESO V Schools Division Superintendent
8:30-12:00	❖ Session 1: Communication Workshop and Front Desk Skills	Dr. Mercelita Jandayan-Labial
12:00-1:00	Lunch Break	
1:00 - 1:30	❖ Recap of Session 1 ❖ Energizer ❖ Message	Ena Yboran Sheila Joy Ramirez Dir. Adams D. Torres Director IV, Civil Service Commission Regional Office- 10
1:30-2:30	❖ Session 2 & 3 Rule I- General Policies on Appointments Rule II- Requirements for Regular Appointments	Melanie C. Estenzo Administrative Officer IV
2:30-3:30	❖ Session 4 Rule III- Procedures in the Preparation of Appointments	Erlinda G. Dael, Ph.D. Chief, CID
3:30-4:30	❖ Session 5 Rule V- Probationary Period	Bernadette P. Samaco AO V
4:30-5:00	❖ Wrapping Up of Day 1 ❖ Announcements	c/o Irish Karylle D. Monte HR EPS II



November 24, 2017, Friday		
7:00-7:45	Arrival and Registration	Secretariat
7:45-8:00	<i>Preliminary Activity</i> Prayer Recap of Session 2, 3 and 4 Energizer	c/o Irish Karylle D. Monte HR EPS II Antoinette Magallanes Christine Tahud
8:00-9:00	❖ Session 5 Rule IV- Employment Status, Nature of Appointment, and Other Human Resource Action	Dr. Cherry Mae L. Limbaco, CESO V Schools Division Superintendent
9:00-10:00	❖ Session 6 & 7 Rule VI- Effectivity and Submission of Appointments Rule VII- Publication and Posting of Vacant Positions	Rudy O. Magdugo Chief, SGOD
10:00-11:00	❖ Session 8 Rule VIII- Qualification Standards	Jean G. Veloso Asst. Schools Division Superintendent
11:00-12:00	❖ Session 9 & 10 Rule IX- Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board Rule X- Certain Modes of Separation – Documents Required for Record Purposes	Atty. Jedah May C. Nangcas Legal Officer
12:00-1:00	Lunch Break	
1:00-1:30	❖ Recap of Sessions 5-10 ❖ Energizer	Claribel Rodriguez & Jecjec Jadap Mario Arroyo
1:30-2:30	❖ Session 11 Rule XI- Disapproval / Invalidation and Recall of Approval / Validation of Appointments	Celiето B. Magsayo EPS
2:30-3:30	❖ Session 12 Rule XII- Prohibitions	Celiето B. Magsayo EPS
3:30-4:30	❖ Session 13 Rule XIII- Responsibilities of the Human Resource Management Officer	Melanie C. Estenzo Administrative Officer IV




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4:30-5:00	❖ <i>Closing Ceremony</i> Recap of Session 11, 12 and 13 Message Distribution of Certificates Singing of Makabayan Song Closing Prayer	Atty. Cosette Maglasang-Mundo Acting Director II CSC Provincial Office
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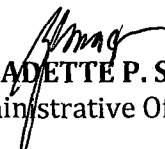
Prepared by:


IRISH KARYLLE D. MONTE
EPS/II- HRD


MELANIE C. ESTENZO
Administrative Officer IV

Reviewed by:

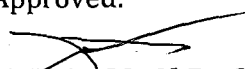

RUDY O. MAGDUGO
Chief, SGOD


BERNADETTE P. SAMACO
Administrative Officer V

Recommending Approval:


JEAN G. VELOSO
Assistant Schools Division Supervision

Approved:


CHERRY MAE L. LIMBACO, PhD., CESO V
Schools Division Superintendent