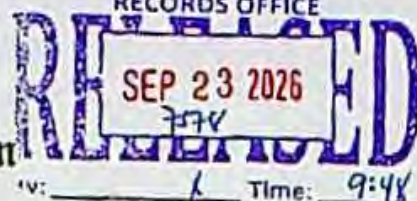




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 22, 2026

DIVISION MEMORANDUM

No. 541, s. 2026

**SIBOL: SDO DAGUPAN CITY ONBOARDING PROGRAM FOR NEWLY HIRED
TEACHING AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID, SSGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Newly-Hired Personnel
All Others Concerned

1. In line with the Department of Education's commitment to developing competent, informed, and service-oriented personnel, this office through the Human Resource and Management Office hereby institutionalizes "**SIBOL**" as the official onboarding program for all newly-hired teaching and non-teaching personnel in the Division. Hence, this Office shall conduct the Onboarding Program for Newly-hired **Non-Teaching Personnel** on **September 24, 2026, from 8:00 a.m. to 12:00 noon** at the Division Training Center, SDO Dagupan City.
2. The activity aims to provide newly hired non-teaching personnel to:
 - a. familiarize newly hired non-teaching personnel with the DepEd organizational structure, mandates, Mission, Vision, and Core Values;
 - b. orient participants on the provisions of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees;
 - c. provide information on compensation, leave credits, and other employee benefits and entitlements; and
 - d. provide an avenue for participants to raise questions and clarify concerns related to their employment.
3. All newly hired non-teaching personnel are enjoined to attend and actively participate in the activity.



Address: Burgos Street, Poblacion Oeste, Dagupan City, Pangasinan
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4. Please see Enclosure 1 for the Program Matrix and Enclosure 2 for the list of participants.
5. For further queries and information, please contact the Human Resource and Management Office at 0919-631-6906 or send email to depeddagupanhrr001@gmail.com.
6. Widest dissemination and compliance with this Memorandum is desired.


MARCIANO U. SORIANO JR PhD, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



Republic of the Philippines
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Enclosure 1.

PROGRAM MATRIX

TIME	TITLE OF ACTIVITY	SPEAKER
8:00 – 8:30 AM	Opening Program - Philippine National Anthem - Bagong Pilipinas	AVP
	Welcome Remarks	Madam ANNA LIZA M. CHAN, CESO VI Assistant Schools Division Superintendent
	Acknowledgement of Participants	JAN FRANCIS B. DEL ROSARIO Administrative Assistant III
	Inspirational Message	Dr. MARCIANO U. SORIANO JR., CESO VI Schools Division Superintendent
8:30 - 9:30 AM	Plenary 1: DepEd Mission, Vision, Core Values and Organizational Chart and Mandates	CHELSEA M. PARAS Administrative Officer IV (HRMO II)
9:30 – 10:30 AM	Plenary 2: RA 6713 Code of Conduct and Ethical Standards Public for Officials and Employees	MYREL ANGELICA N. LOPEZ Administrative Officer V
10:30 -10:45 AM	Health Break	
10:45 – 12:00 NN	Plenary 3: Monetary and Non-Monetary Employee Benefits a. Compensation and Benefits b. Leave Credits	JELLIE A. SOLIS Administrative Officer II MYLA M. VERGONIA Personnel-In-Charge on Leave
	Open Forum	
12:00 – 12:30 NN	Closing Program	

Enclosure 2.

LIST OF PARTICIPANTS		
1	MARCIANO U. SORIANO JR PHD, CESO VI	OIC-Schools Division Superintendent
2	ANNA LIZA M. CHAN, CESO VI	Assistant Schools Division Superintendent
3	MYREL ANGELICA N. LOPEZ	Administrative Officer V
4	CHELSEA M. PARAS	Administrative Officer IV
5	JELLIE A. SOLIS	Administrative Officer II
6	JAN FRANCIS B. DEL ROSARIO	Administrative Assistant III
7	ABIGAIL M. DE VERA	Administrative Assistant III
8	CZAR ODELL B. BOHOL	Administrative Assistant III
9	MYLA M. VERGONIA	Administrative Aide I
10	ROMAN VEGIGA, JR.	Administrative Aide I
11	ERNA . ORAZA	Administrative Aide III
12	SHARLENE JOY SABANDO	Administrative Aide III
13	HENRY L. REFUERZO	Administrative Aide VI
14	CARLA PATRICIA E. SALVADOR	Administrative Aide VI
15	BARON WHAYNE C. NORIEGA	Administrative Aide VI
16	MAY ANN CABARLES	Administrative Aide VI
17	MYLES M. CUA	Administrative Assistant II
18	ROBET BRUCE B. DELA CRUZ	Administrative Assistant II
19	ALI B. VILLAHERMOSA	Administrative Assistant II
20	MARK KENNETH B. SORIANO	Administrative Assistant II
21	SYLVIA O. CLAVERIA	Administrative Officer II
22	JANICE M. VERGARA	Librarian II
23	ANTONIO RAFAEL C. BELEN III	Nurse II
24	DIANE T. DE LUNA	Project Development Officer I
25	CZARMAINE ODELLE B. BOHOL	Project Development Officer I
26	STEPHANIE VENTURA	School Counselor Associate I
27	PERCIVAL JR F. TUMANG	School Counselor Associate I
28	LYNIE R. CALIMLIM	School Counselor Associate I
29	MA. FAYE C. JOVERO	School Counselor Associate I
30	RENZELLJOY M. ARELLANO	School Counselor Associate I
31	JAVEE S. PRESTOUSA	School Counselor Associate I
32	KRISTINE RAY L. CRISOSTOMO	School Counselor Associate I
33	GENESHIR ROSE C. CASTRO	School Counselor Associate I
34	RAINA MAE B. UBANDO	School Counselor Associate I
35	MARY JANE M. TIBIGAR	School Counselor Associate I
36	ALYSSA EMILY MAE M. SURDILLA	School Counselor Associate I
37	JANNEL KRISHA D. ACDAL	School Counselor Associate I
38	DIANNA SHAINÉ S. CASTRO	School Counselor Associate I
39	ZHENA A. EDEN	School Counselor Associate I
40	ALLYSA TRISHA D. MAGLALANG	School Counselor Associate I
41	JOYCE PRINCELLE M. SUAKING	School Counselor Associate I
42	JAY JON A. JUGUILON	School Counselor Associate I