



Republic of the Philippines  
**Department of Education**  
Region III  
**Schools Division of Angeles City**



**DIVISION MEMORANDUM**

No. 45 s. 2021

August 29, 2021

**ORIENTATION OF NEWLY HIRED TEACHERS FOR SCHOOL YEAR 2021**

**To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, CID and SGOD  
UNIT HEADS  
HEADS OF PUBLIC ELEMENTARY, INTEGRATED, JUNIOR AND SENIOR HIGH  
SCHOOL  
ADMINISTRATIVE OFFICERS II AND ADAS  
NEWLY HIRED TEACHERS**

1. This is to announce the conduct of **ORIENTATION OF THE NEWLY HIRED TEACHERS FOR SCHOOL YEAR 2021** on August 31, 2021, 9:00 A.M. via Google Meet.
2. Participants of this activity will be the newly hired teachers and the Administrative Officer II or Administrative Assistants in-charge of personnel actions of the receiving school.
3. Objectives of this activity are:
  - a. Guide the newly hired teachers in the preparation of documents for appointment;
  - b. Assist the newly hired in ensuring a comfortable integration in the public school system;
  - c. Assist the newly hired in preparing documents for the first salary.
4. Attached hereto is the Program Matrix and the Google Meet link.
5. Wide dissemination of this Memorandum is earnestly desired.

*[Signature]*

**MA. IRELYN P. TAMAYO, Ph D CESE**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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**ORIENTATION OF NEWLY HIRED TEACHERS SCHOOL YEAR 2021**

**PROGRAM**

Registration	8:00 AM to 9:00 AM
Opening Prayer	Rosalie D. Chin Administrative Assistant III
Welcome Remarks	Fernandina P. Otchengco, PhD CESE OIC-Asst Schools Division Superintendent
Presentation of Program Objectives and General Guidelines	Hazel A. Carbungco Administrative Officer V
Process on Preparation of Documents For Appointment	Caroline L. Montes Administrative Assistant III
Proper filling up of Personal Data Sheet and SALN	Rosalie D. Chin Administrative Assistant III
Process on Request for First Salary And Salary Integration	Patricia D. Elarmo Administrative Assistant III
Process of application for government Mandatory membership (GSIS, BIR, Pagibig)	Delma Christle C. David Administrative Officer II
Open Forum	
Closing Program	
Program Moderator	Delma Christle C. David

GOOGLE LINK:

[meet.google.com/upy-gxng-nyf](https://meet.google.com/upy-gxng-nyf)



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