Office of the President

25 July 2013

MEMORANDUM NO. **193**
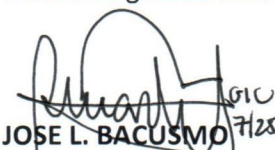Series of 2013

T   O: **All Concerned**

R   E: **Attendance to the Induction, Oath Taking and Orientation of Newly Hired/Promoted Administrative Staff**

Job Induction & orientation programs are mandatory employee development programs which are mandated by the Civil Service Commission as provided for in Section 7, Rule VIII of the Omnibus Rules Implementing Book V of EO 292. Said programs seek to develop their pride, belongingness and commitment to public service.

Thus, the Office of the Director for Administration & Human Resource Development schedule this Induction, Oath Taking and Orientation of Newly Hired/Promoted Administrative Staff on July 29, 2013, starting at 8:00 a.m. at the Library Conference Room.

Newly hired/promoted administrative staff are therefore required to attend this important activity. Office/department heads and/or supervisors of staff concerned are requested to facilitate attendance of concerned staff.

Please be guided accordingly.

JOSE L. BACUSMO
President

Orientation for Newly Hired/Promoted Administrative Staff
Library Conference Room
VSU, Baybay City, Leyte
July 29, 2013

Program of Activities

8:00 a.m. – 8:30 a.m.	Registration of Participants	
8:30 a.m. – 9:30 a.m.	Opening Program Opening prayer Philippine National Anthem Welcome Remarks	**Dr. Roberto C. Guarte** VP for Administration & Finance
	Job Induction & Oath taking of newly hired/promoted Administrative Staff	**Dr. Jose L. Bacusmo** President
	Message	**Dr. Jose L. Bacusmo** President
9:30 a.m. – 11:00 a.m.	Session I. Making Work Values Work in the Work Place	**Dr. Lourdes B. Cano** Director, ODAHRD
11:00 a.m. – 11.45 a.m.	Workshop: Preparation, Signing & Submission of Personal Commitments	**Participants**
4:30 p.m. – 5:00p.m.	Closing Program Impressions (2 participants)	
	Closing Remarks	**Dr. Roberto C. Guarte** VP for Administration & Finance