



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

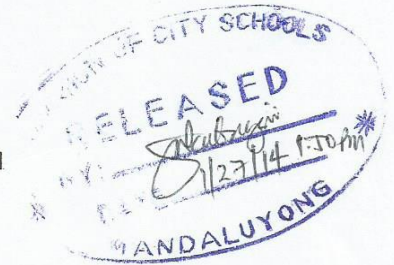
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January 23, 2014

Memorandum To:

OIC-Assistant Schools Division Superintendent  
Education Program Supervisor, IT and ALS  
Principal, Doña Basilisa Yangco Elementary School  
Administrative Officer-V  
Section Chiefs and D.O. Personnel



1. In order to provide our Division Non-Teaching Personnel with in-depth and concrete understanding on the roles, responsibilities of a public servant as well as develop and maintain effective working relationships, enhance their commitment to professional practices and norms of confidentiality and client-centered service, a half-day **Reorientation Seminar on Values and Work Ethics Standards in the Performance of Duties and other Concerns and Issues** is scheduled on **February 4, 2014, 7:30 AM** at **Division Office Conference Hall**.
2. Participants to the seminar are the Division Non-Teaching Personnel. Expenses for the workshop shall be charged against the INSET Fund, subject to the usual accounting and auditing procedures.
3. Please see attached matrix.
4. For information and guidance.

  
EVANGELINE P. LADINES  
OIC-Schools Division Superintendent



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**REORIENTATION SEMINAR ON VALUES AND WORK ETHICS STANDARDS IN THE PERFORMANCE  
 OF DUTIES AND OTHER ISSUES AND CONCERNS**

February 4, 2014  
 7:30 AM – 12:00 NN

<b>Time</b>	<b>Activity</b>	<b>Persons Involved</b>
7:30 – 8:00 AM	Registration and Assembly Time	Ms. Joanna Umbar & Ms. Evelyn Bravo
8:00 - 8:20 AM	Opening Program <ul style="list-style-type: none"> <li>➤ Prayer</li> <li>➤ Opening Remarks</li> <li>➤ Inspirational Message</li> </ul>	-Ms. Cecil Tria  -Mr. Bony G. Abalos Administrative Officer-V  -Dr. Evangeline P. Ladines OIC-Schools Division Superintendent
8:20 – 9:00 AM	Seminar Proper <ul style="list-style-type: none"> <li>➤ Profiling of a Public Servant (Roles, Responsibilities and Expectations)</li> </ul>	-Dr. Corazon Regino Principal, DBYES
9:00 - 9:40 AM	<ul style="list-style-type: none"> <li>➤ Emotional Intelligence and Emotional Quotient in the Workplace (Understanding People You Work With)</li> </ul>	-Mrs. Marife V. Arias EPS, IT and ALS
9:40 – 9:50 AM	BREAK	
9:50 – 10:30 AM	<ul style="list-style-type: none"> <li>➤ Client Centered Service</li> </ul>	-Dr. Nerissa L. Losaria OIC-ASDS
10:30 – 11:00 AM	<ul style="list-style-type: none"> <li>➤ Workshop Proper</li> </ul>	-Dr. Nerissa L. Losaria OIC-ASDS
11:00 – 11:30 AM	<ul style="list-style-type: none"> <li>➤ Other Relevant Issues and Concerns</li> </ul>	-Dr. Evangeline P. Ladines OIC-Schools Division Superintendent
11:30 – 12:00 NN	Closing Program <ul style="list-style-type: none"> <li>➤ Commitment</li> <li>➤ Closing Remarks</li> </ul>	-Ms. Delma Abringe Planning Officer-II  -Ms. Menchie Kubayashi Administrative Officer-III, Records Unit

Emcee : Marian A. Soriano – HRMO-I