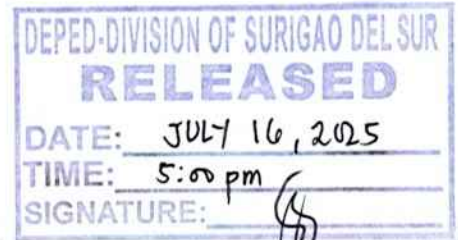




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
No. 281, s. 2025

To: All Concerned



ON-BOARDING/INDUCTION OF NEWLY HIRED NON-TEACHING EMPLOYEES

1. Pursuant to complete hiring process in the Human Resource and continued commitment to PRIME-HRM Excellence in Human Resource Management, this Division will conduct an On-Boarding to newly hired Non-Teaching Personnel.
2. The On-Boarding will be on July 28, 2025, 8 AM to 5 PM. Venue will be announced later.
3. List of participants such as some Division Office Personnel and Newly Hired Non-Teaching Personnel is attached to this Memorandum.
4. All participants are advised to be at the venue at least 15 minutes before 8 AM as the activity will start as scheduled and to wear appropriate attire.
5. For proper guidance and strict implementation.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: List of Participants
Reference: Division MSP
To be indicated in the Perpetual Index
under the following subjects:
HRSURSUR ONBOARDING

OSDS/jcgHR
07/11/2025



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