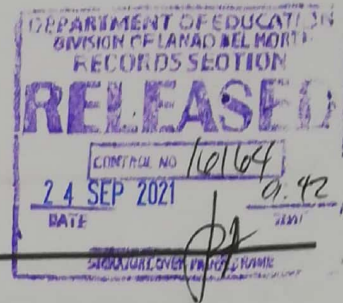




Republic of the Philippines  
**Department of Education**  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA DEL NORTE



**DIVISION MEMORANDUM**

**No. 471 s. 2021**

To: CID and SGOD Personnel  
OSDS Section Heads  
Elementary and Secondary School Heads  
Administrative Officers II  
All Others Concerned  
*This Division*

From: *[Signature]*  
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent

Subject: **VIRTUAL ORIENTATION ON EASE OF DOING BUSINESS AND  
EFFICIENT DELIVERY OF GOVERNMENT SERVICES (RA 11032),  
OMNIBUS RULES ON LEAVE (CSC MC NO. 41, S. 1998), CODE OF  
CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS  
AND EMPLOYEES (RA 6713)**

Date : September 14, 2021

1. In support of the Department of Education's policy statement to continuously provide learning and development opportunities to its personnel, this Office through the Human Resource Development Section will conduct a Virtual Orientation on Ease of Doing Business and Efficient Delivery of Government Services (RA 11032), Omnibus Rules on Leave (CSC MC No. 41, s. 1998), Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) on September 29-30, 2021 and October 1, 2021 via the following YOUTUBE Livestream links: .
  - a. Day 1 <https://youtu.be/pKeA33i8qLQ>
  - b. Day 2 <https://youtu.be/UBa13N1wKz0>
  - c. Day 3 <https://youtu.be/dCJMH4ryThe>
2. The webinar aims to:
  - a. increase efficiency of personnel by reducing processing time, eliminating red tape, and curbing corrupt bureaucratic practices;
  - b. know and understand the Public Officials and employee's norm of conduct and its importance;
  - c. know the Omnibus Rules on Leave.



Address: Pigcarangan, Tubod, Lanao del Norte  
Telephone No.: [063] 341-51-09



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3. All Public Schools District Supervisors, Coordinating Principals, and Education Program Supervisors are requested to manage and monitor the participation of the School Heads and Administrative Officers in their respective districts.
4. Participants who are gathered in one venue are required to strictly observe the health protocols such as physical distancing and wearing of face masks and face shields and to actively engage in the virtual activity by ensuring that internet connectivity is available.
5. All the participants are required to have logged in, at least 15 minutes before the start of the meeting for the preliminaries and checking of attendance at 9:00 in the morning.
6. Attached are the program of activities and Training Matrix for references.
7. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.



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**COURSE MATRIX**

VIRTUAL ORIENTATION ON EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES (RA 11032), OMNIBUS RULES ON LEAVE (CSC MC NO. 41, S. 1998), CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES (RA 6713)  
 September 29-30, 2021 to October 1, 2021

TIME	ACTIVITY
<b>DAY I</b>	
8:00-9:00	Preliminaries
9:00-12:00	Ease of Doing Business and Efficient Delivery of Government Services <b>Alona B. Carumba, Director II</b> CSC Field Office Region X
12:00-1:00	LUNCH BREAK
1:00-1:15	UNFREEZING
1:15-4:00	Ease of Doing Business and Efficient Delivery of Government Services
4:00-5:00	QATAME
<b>DAY 2</b>	
8:00-9:00	Preliminaries
9:00-12:00	Omnibus Rules on Leave <b>Alona B. Carumba, Director II</b> CSC Field Office Region X
12:00-1:00	LUNCH BREAK
1:00-1:15	UNFREEZING
1:15-4:00	Omnibus Rules on Leave
4:00-5:00	QATAME
<b>DAY 3</b>	
8:00-9:00	Preliminaries
9:00-12:00	Code of Conduct and Ethical Standards for Public Officials and Employees <b>Alona B. Carumba, Director II</b> CSC Field Office Region X
12:00-1:00	LUNCH BREAK
1:00-1:15	UNFREEZING
1:15-4:00	Code of Conduct and Ethical Standards for Public Officials and Employees
4:00-5:00	QATAME



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VIRTUAL ORIENTATION ON EASE OF DOING BUSINESS AND EFFICIENT  
DELIVERY OF GOVERNMENT SERVICES (RA 11032), OMNIBUS RULES ON LEAVE  
(CSC MC NO. 41, S. 1998), CODE OF CONDUCT AND ETHICAL STANDARDS FOR  
PUBLIC OFFICIALS AND EMPLOYEES (RA 6713)  
September 29-30, 2021 to October 1, 2021

**PROGRAM**

**National Anthem**

**Invocation**

**Lanao del Norte Hymn**

**Audio Video Presentation**

**Acknowledgement of Participants**

**Armando B. Pasok**  
Administrative Officer V

**Welcome Message**

**Rosemarie T. Macesar, CESE**  
Assistant Schools Division Superintendent

**Message**

**Edilberto L. Oplenaria, CESO V**  
Schools Division Superintendent

**Introduction of Speaker**

**Bridget E. Abalorio**  
SEPS-Planning and Research

**Session Proper**

Master of Ceremony

**JOVANNY M. PANGASIAN**  
EPS II, HRD



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