



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

3 August 2026

DIVISION MEMORANDUM

No. 299, s. 2026

**ORIENTATION AND ONBOARDING ACTIVITY FOR PROJECT DEVELOPMENT
OFFICER I PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To ensure the effective integration, role alignment, and continuous professional support of Project Development Officer I (PDO I) personnel assigned to various schools in the Schools Division Office of Angeles City, this Office shall conduct an Orientation and Onboarding Activity for Project Development Officer I Personnel on August 4, 2026, 8:00 AM to 1:00 PM, at the Learning and Development Conference Room.
2. The activity shall be attended by all newly hired Project Development Officer I personnel, as well as previously hired Project Development Officer I personnel, to provide a common understanding of their functions, responsibilities, and operational expectations.
3. The activity aims to:
 - 3.1 discuss attendance, working hours, leave benefits, and payroll procedures;
 - 3.2 review and clarify the Key Result Areas (KRAs), duties, and responsibilities of Project Development Officer I personnel;
 - 3.3 discuss reporting requirements, work standards, coordination mechanisms, and communication protocols;
 - 3.4 strengthen collaboration and professional engagement among PDO I personnel assigned to various schools.
4. The orientation and onboarding activity shall be facilitated by the Personnel Unit and Schools Governance and Operations Division (SGOD), with discussions focusing on various matters pertaining to the tasks and responsibilities of Project Development Officer I personnel, including performance expectations, documentation and reporting requirements.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



Digitally signed by
Edgard C.
Domingo
Date: 2026.08.03
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ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.: None
Reference: NONE
ONBOARDING ORIENTATION PROJECT DEVELOPMENT OFFICER I
MCS/AOV/August 3, 2026