

## New Employees' Orientation August 31, 2021

**Program:**

Time	Activity	Speaker
9:30am to 9:45am	Opening remarks	Ms. Malou Mediran
9:45am to 10:00am	About CITEM: As a Government Employee <ul style="list-style-type: none"> <li>• Mission, Vision, Values</li> <li>• Code of Conduct</li> </ul>	Ms. Florence Buensalido
10:00am to 10:20am	Timekeeping & Payroll	Sarah Diaz
10:20am to 10:45am	<ul style="list-style-type: none"> <li>• Performance Evaluation</li> <li>• Other Human Resource Action</li> </ul>	Leizel Ebiel
	Learning & Development	Leizel Ebiel
10:45am to 11:00am	ISO Procedures	Karla Dinglasan
11:00am to 11:30am	<ul style="list-style-type: none"> <li>• Association of CITEM Employees (ACE)</li> <li>• CITEM Multi-Purpose Cooperative</li> </ul>	c/o Ms. Florence Buensalido
11:30am to 12:00nn	Q&A Portion	HRMD

**New Employee Attendees:**

Charles Aames Bautista  
Elmer Harold Grande  
Ma. Pamela Parra  
Patricia Louise Capistrano

Jere Genesis Cruz  
Catherine Dizon  
Aaron Raines Tagle  
Marc Ferdinand Gan

**HRMD Secretariat & Speakers:**

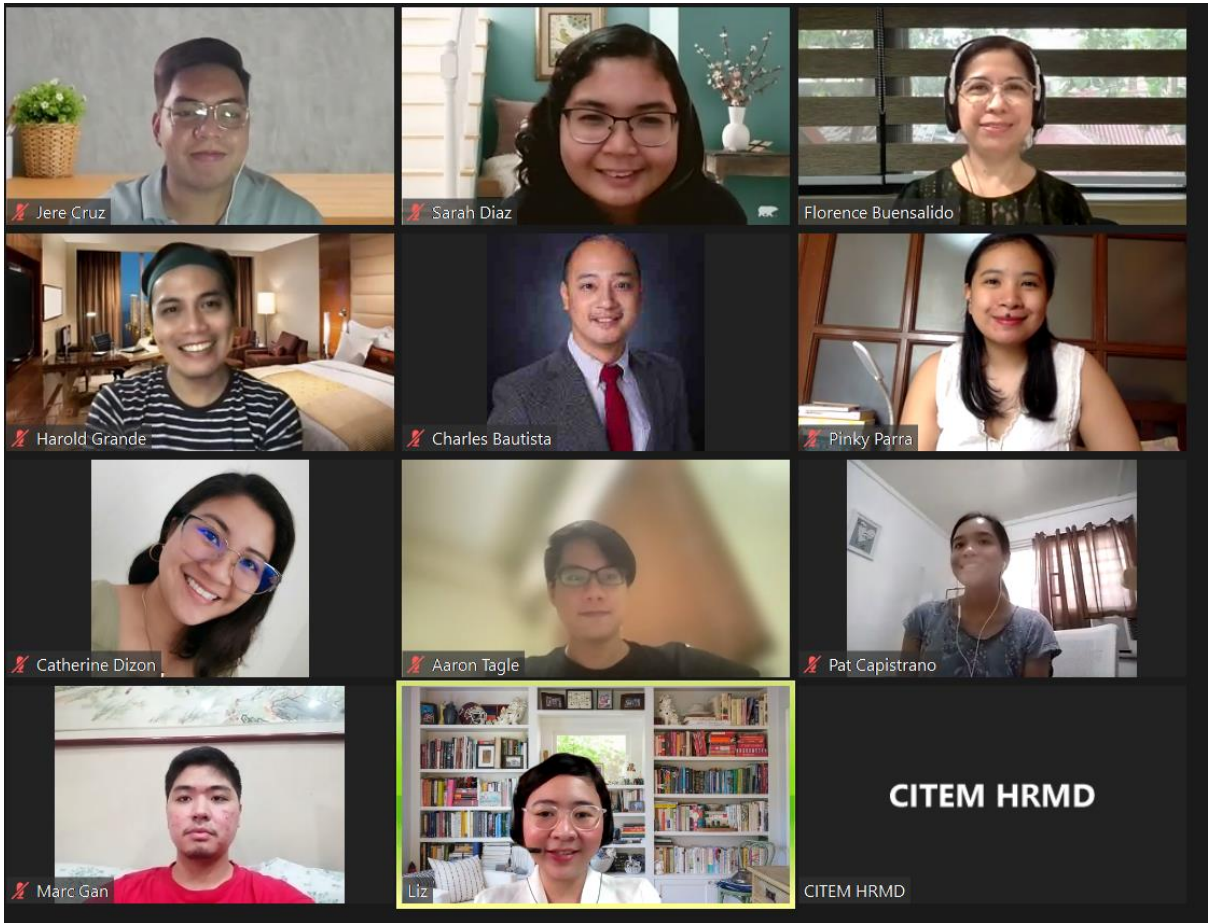
Florence Buensalido    Ma. Lourdes Mediran  
Leizel Anne Ebiel  
Sarah Mhae Diaz  
Camille Anne Amponin

The screenshot shows a Zoom meeting interface. On the left, a presentation slide is displayed with the following content:

- Republic Act 6713** (with a downward arrow icon) **An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees.**
- Illustrations of a person with a calendar and a person with a bar chart.
- Text at the bottom right: "ABOUT CITEM | HRMD 06"

On the right side of the screen, there are several video feeds of participants:

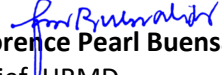
- Florence Buensalido (top)
- Liz
- DTI CITEM: Dep. Exec. Dir. ...
- Aaron Tagle
- Sarah Diaz
- Marc Gan (bottom)



Prepared by:

  
Leizel Ebriel  
HRMO III

Noted by:

  
Florence Pearl Buensalido  
Chief, HRMD