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## ORIENTATION FOR NEW EMPLOYEES Two-day Inspiration and Induction



Ester A. Aldana, DILG Assistant Secretary for Finance, Comptrollership and Administration, delivers inspirational message to new employees of the DILG-Central Office.

*"I love to go to work today because there are so many out there who can't even find work."*

An attitude of gratitude was underscored by Ester A. Aldana, DILG Assistant Secretary for Finance, Comptrollership and Administration, during the commencement of the two-day orientation for new employees of the DILG-Central Office.

The orientation was organized by the Human Resource Management Division (HRMD) - Administrative Service (AS) held at the Jesse Robredo Hall in DILG-NAPOLCOM Center on June 27 to 28, 2016.

*"No matter what you do and what position you occupy, give it your best effort because you are worth your best effort,"* Assistant Secretary Aldana said to more than 40 budding members of the DILG workforce.

She imparted the STAR (Situation, Task, Action, Result) method. *"When relating a problem to your boss, you must know the situation, know*

*the tasks to do in order to solve it, do actions to address it, and report the results. If you don't do the STAR method, then you're the problem. Complete staff work should be the mindset of everyone."*

Participants enjoyed her discussion about types of 'toxic people' in the office that one must avoid being similar to.

*"To keep toxicity from happening, learn to celebrate your co-worker's success. Climbing up the corporate ladder of success does not mean stepping on heads or toes. Do your work excellently so that people notice your performance,"* said Asec. Aldana.

### DILG Intro 101

Heads or representatives of the DILG bureaus and services briefed new employees on their respective mandates, functions, organizational structures, and planned programs, projects, activities (PPAs).

Major PPAs of the DILG were thoroughly discussed by Office of Project Development Services (OPDS) Director Rolyn Q. Zambales such as the Sagana at Ligtas na Tubig sa Lahat Program (SALINTUBIG), Konkreto at Ayos na Lansangan at Daan Tungo sa Pangkalahatang Kaunlaran (KALSADA), and Payapa At Masaganang Pamayanan (PAMANA) among others.

Bureau of Local Government Supervision (BLGS) Director Manuel Q. Gotis said, *"Always be part of the solution not the problem. You are the ones to carry on the mission of the Department."*

Meanwhile, Mary Rose L. Vilchez, Chief of the Management Division of the Financial Management Service, urged new employees to be knowledgeable of the Quality Management System (QMS) of their respective offices.

For her part, HRMD chief Hilda F. Gaurino encouraged new bloods in the Department to be observant of Republic Act No. 6713 known as Code of Conduct and Ethical Standards for Public Officials and Employees.

*"Remember the C<sup>2</sup>P<sup>2</sup>JNRS formula. Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties: Commitment to public interest, Commitment to democracy, Professionalism, Political neutrality, Justness and sincerity, Nationalism and patriotism, Responsiveness to the public, and Simple living,"* she said.

**Nesreen C. Abdulrauf**

### Toxic People in the Work Place

#### Dolores

She sits next to you and talks to you all the time. She talks about herself, her problems, her vacation, her house, her husband, her pets, but she never asks you what's happening in your world.

#### Johnny

The sweet talker who begs you to "help" him with a project presentation. When you do help him, you end up doing the whole thing. After the presentation, Johnny is given pats in the back and congratulated for a job well done. And he takes full credit for everything! Worse, he doesn't even call you to say thanks.

#### Dennis

A nuclear explosion, that's Dennis. One wrong word, one wrong question, make a criticism or give an opinion, and you push his hot button and he blows his top.

#### Annie

She smiles at you sweetly, but you've always suspected her as the source of all the nasty gossip spreading against you. If only you have enough proof to pin her down!

### DILG-CO QUALITY POLICY

We, the DILG Central Office, commit to formulate sound policies and provide effective technical and administrative services to promote excellence in local governance, strengthen local government capacities, and enhance the service delivery of our Regional and Field Offices.