



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

RECEIVED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
RECEIVED
Date: **28 SEP 2022** 9:43 AM
By: _____

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2022-053

To: **REBECCA C. SAGOT, CESO VI**
Assistant Schools Division Superintendent

RELYN B. GALLARDO
OIC-Office of the HRMO
Administrative Officer II

RAMEL M. PILO
SGOD-Chief Education Program Supervisor

JOCELYN D. FERNANDEZ
Division PESPA-President
School Principal IV

Subject: REGIONAL RE-ORIENTATION AND SIMULATION ACTIVITIES FOR
AGENCY MERIT SELECTION PLAN (MSP) AND RECRUITMENT,
SELECTION AND APPOINTMENT (RSA) GUIDELINES FOR CENTRAL
OFFICE AND FIELD OFFICES

Date: 27 September 2022

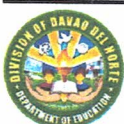
It is hereby informed that the foregoing personnel shall participate to the Regional Re-Orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and Recruitment, Selection and Appointment (RSA) Guidelines for Central Office and Field Offices wherein dates and venue of the activity will be announced through a separate Advisory.

This is in reference to the Regional Memorandum ASD-2022-083 dated September 21, 2022 attached with the copy of Memorandum DM-OUHROD-2022-0036 dated September 13, 2022 from the Office of the Undersecretary for Human Resource and Organizational Development, National Educators Academy of the Philippines, Teacher Education Council Secretariat, and DepEd Employees' Associations Coordinating Office.

Participants are also requested to prepare the pre-work requirements as groundworks for the above-stated re-orientation and simulation activities.

1. Read and review the **CSC Memorandum Circular (MC) No. 14 (ORAOHRA), DO 019, s. 2022** (the Department of Education Merit Selection Plan), and

Page 1 of 2



Address: **Mankilam, Tagum City, Davao del Norte**
Telephone Number: **(084) 216 0188**
Website: **www.depeddavnor.ph** | Facebook: **DepEd Davao del Norte**



the **PowerPoint Material** for the *Recruitment Selection, and Appointment (RSA) Guidelines*. Please download the aforementioned files through <https://tiny url.com/MSP-RSA-References>; and

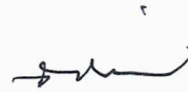
2. Bring the following resources that will be used for the simulation activities:
 - a. Three (3) complete set of sample application documents (per Item 20 of MSP) for each job group:
 - *Teaching*
 - *Non-Teaching*
 - *Related-Teaching*
 - *School Administration*

Note: rest assured that the PDS and CV/ Resume shall only be used and processed for purposes related to the workshop and in accordance with the provisions of Republic Act No. 10173 OR *Data Privacy Act of 2012*.

- b. Laptop
- c. Extension cords

Travel expenses of participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations of this Department.

For information and compliance.



DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

Per/rbg





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

ASD-2022-083

To : Schools Division Superintendents / OIC-SDS
 Regional Chiefs of Functional Division – ASD and FD

Subject: REGIONAL RE-ORIENTATION AND SIMULATION ACTIVITIES
 FOR AGENCY MERIT SELECTION PLAN (MSP) AND RECRUITMENT,
 SELECTION, AND APPOINTMENT (RSA) GUIDELINES FOR CENTRAL
 OFFICE AND FIELD OFFICES

Date : September 21, 2022

Herewith is the copy of the Memorandum DM-OUHROD-2022-0036 dated September 13, 2022 from the Office of the Undersecretary for Human Resource and Organizational Development, National Educators Academy of the Philippines, Teacher Education Council Secretariat, and DepEd Employees' Associations Coordinating Office, informing all the concerned DepEd officials and personnel of the Regional Re-Orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines for Central Office and Field Offices.

The Schools Division Superintendents are hereby directed to ensure the participation of the identified participants to this value-laden activity, wherein the dates and venue will be announced through a separate Advisory. Participants from each governance level are also requested to prepare the pre-work requirements as groundworks for the above-stated re-orientation and simulation activities.

The said memorandum also stated the charging of the possible expenses of the facilitators and participants, subject to existing budgeting, accounting, and auditing rules and regulations of this Department.

For information and strict compliance.

By the Authority of the Regional Director:

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

By: 6422

ROY T. ENRIQUEZ, EdD
 Chief Administrative Officer
 Officer In-Charge

Enclosed: As stated. Date: Sept. 22, 2022 Time: 5:00 PM

ROA3/PS/ljtj



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,
TEACHER EDUCATION COUNCIL SECRETARIAT, AND
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

MEMORANDUM

GM-OUHROD-2022- 0076

**TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

FROM: GLORIA JUMAMIL - MERCADO
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines,
Teacher Education Council Secretariat, and
DepEd Employees' Associations Coordinating Office*

**SUBJECT: Regional Re-orientation and Simulation Activities for Agency Merit
Selection Plan (MSP) and Recruitment, Selection, and Appointment
(RSA) Guidelines for Central Office and Field Offices**

DATE: 13 September 2022

The recruitment, selection, placement, and induction (RSPI) system is a core component of the overall strategic Human Resource Management and Development system of the Department of Education (DepEd). Last April 22, 2022, the enhanced DepEd MSP has been officially issued through **DepEd Order (DO) No. 19, s. 2022** which prompted the need to set forth necessary activities and measures to ensure smooth transition of the DepEd MSP starting September 01, 2022¹. Consistent with Part VII. Transitory Provisions of DO 019, s. 2022, there is a need to conduct the following initiatives:

1. establish and issue subsequent RSA policies which shall stipulate the specific operational guidelines, rules, and regulations that shall govern the hiring and promotion of personnel in all job groups;
2. to develop and disseminate information, education, and communication (IEC) materials for the RSP initiatives of DepEd; and
3. to provide capability building activities to all HRMOs, HRMPSB members, and other stakeholders in the regional and schools division offices.

Following the **National Kick Off Activity for the Re-orientation of the Agency MSP and RSA Guidelines** conducted last September 15 and 16, 2022, the BHROD-HRDD will conduct a series of **Regional Re-orientation and Simulation Activities for Agency Merit Selection**

¹ Pursuant to the Item 3 of the **DepEd Memorandum No. 041, s. 2022** or the *Transitory Measures on the Implementation of DepEd Order No. 019, s. 2022*

Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines with the following objectives:

1. to re-orient the HRMOs and HRMP SB members who have undergone the initial capability-building activities in 2019 and 2020;
2. to strengthen understanding and practice of HRMOs and HRMP SB members through the conduct of simulation of the assessment process and;
3. to prepare a comprehensive action plan that applies the principles, processes, and procedures of the revised RSA policy of the Department.

In this connection, the Regional Directors (RDs) in the regional office (ROs) and Schools Division Superintendents (SDS) in the Schools Division Offices (SDOs) are requested to ensure the participation of the following participants to the regional re-orientation and simulation activities:

Regional Office Proper	Schools Division Office and Schools
<ul style="list-style-type: none"> • Assistant Regional Director as HRMP SB Chair in the RO Proper • Administrative Officer V (HRMO) • Two (2) available slots 	<ul style="list-style-type: none"> • Assistant Schools Division Superintendents as HRMP SB Chair in the SDO and schools • Administrative Officer IV (HRMO) • Two (2) available slots

The RDs and SDS shall determine the other HRMP SB members indicated in Item 83 of the DepEd MSP who will take the two (2) slots and join the regional re-orientation and simulation activities. By the end of the capability building activity, the identified participants are expected to ensure that the other members of the HRMP SB along with the designated sub-committees are given subsequent orientation and capability building programs to ensure uniform understanding and improved practice of the RSP policies and procedures.

In addition, the RSP-NTWG members listed in **Annex A²** are likewise requested to serve as session facilitators and resource speakers during the activities. The concerned RDs and SDSs are requested to authorize their participation.

The batches, schedules, and venues for the conduct of the re-orientation and simulation activities were randomly determined, as provided in the table below:

Batch	Region	Date* (inclusive of travel time)	Venue*
1	DepEd Region III (Central Luzon)	September 27 to 30, 2022	Within Pampanga
2	DepEd XIII (CARAGA Administrative Region)	October 4 to 7, 2022	Within CARAGA
3	DepEd Region IV-A (CALABARZON)	October 11 to 14, 2022	Within Cavite
4	DepEd National Capital Region (NCR)	October 18 to 21, 2022	Within Clark City
5	DepEd Region XII (SOCCSKSARGEN)	October 25 to 28, 2022	Within General Santos
6	DepEd Region VII (Central Visayas)	November 15 to 18, 2022	Within Cebu
7	DepEd Region I (Ilocos Region)	November 22 to 25, 2022	Within La Union

² Pursuant to the Item 3(c) of the **DepEd Memorandum No. 117, s. 2017** or the *Creation of a National Technical Working Group to Review and Revise Policies on Recruitment, Selection, Placement, and Induction*

8	DepEd Cordillera Administrative Region (CAR)	December 13 to 16, 2022	Within Baguio City
9	DepEd Region V (Bicol Region)	To be determined	Within Albay
10	DepEd Region VI (Western Visayas)	To be determined	Within Iloilo
11	DepEd Region II (Cagayan Valley)	To be determined	Within Cagayan
12	DepEd Region X (Northern Mindanao)	To be determined	Within Cagayan De Oro
13	DepEd Region IX (Zamboanga Peninsula)	To be determined	Within Zamboanga
14	DepEd Region VIII (Eastern Visayas)	To be determined	Within Leyte
15	DepEd Region XI (Davao Region)	To be determined	Within Davao
16	DepEd Region IV-B (MIMAROPA)	To be determined	Within Palawan

*Regions with no specific dates and venues will be announced through a separate advisory.

All participants from each governance level are requested to perform the following pre-work requirements in preparation to the simulation activities:

1. Read and review the **CSC Memorandum Circular (MC) No. 14 (ORAOHRA), DO 019, s. 2022** (The Department of Education Merit Selection Plan), and the **PowerPoint Material** for the *Recruitment, Selection, and Appointment (RSA) Guidelines*. Please download the aforementioned files through <https://tinyurl.com/MSP-RSA-References>; and
2. Bring the following resources that will be used for the simulation activities:
 - a. Three (3) complete set of sample application documents (per Item 20 of MSP) for each job group:
 - Teaching
 - Non-Teaching
 - Related-Teaching
 - School Administration

Note: Rest assured that the PDS and CV/Resume shall only be used and processed for purposes related to the workshop and in accordance with the provisions of Republic Act No. 10173 or the *Data Privacy Act of 2012*.

- b. Laptop
- c. Extension cords

Travel expenses of the participants shall be charged against local funds; while the travel expenses of the RSPI-NTWG (Annex A), external resource person (if any), and organizers shall be charged against 2022 OPDNTF funds of BHROD-HRDD. All expenses shall be subject to existing budgeting, accounting, and auditing rules and regulations. All other details and administrative arrangements will be announced through a separate advisory.

Participants may confirm their attendance **one (1) week before the scheduled run** per region through this link: <https://tinyurl.com/MSP-RSA-AttendanceForm>.

For your action.

ANNEX A:**Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPI) System****Re-orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and
Recruitment, Selection, and Appointment (RSA) Guidelines for Central Office and Field
Offices****Identified Members of the RSPI-National Technical Working Group (RSPI-NTWG)**

No.	NAME	POSITION	OFFICE Region/SDO
1	Wilfredo E. Cabral	Regional Director	DepEd NCR
2	Susan Collano	Schools Division Superintendent	Catanduanes
3	Cherry Mae Limbaco	Schools Division Superintendent	Cagayan De Oro
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Elsa Mariano	Administrative Officer V	NCR
6	Anne Pelias	Chief Administrative Officer	Region IV-A
7	Janice Gamalong	Supervising Admin. Officer	Region XI
8	Arniel Garque	Administrative Officer V	Guimaras
9	Anna Liza Aurellado	Administrative Officer V	Vigan City
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Sampayan	Administrative Officer V	Palawan
12	Menchie Kubayashi	Administrative Officer V	Pasig City
13	Jose Mariano Barril	Administrative Officer IV	Leyte