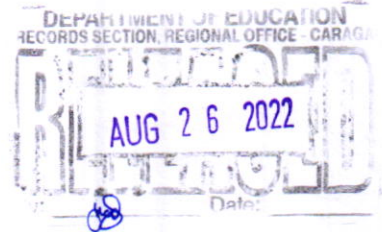




Republic of the Philippines
Department of Education
CARAGA REGION



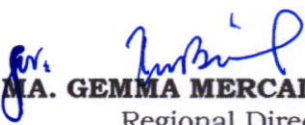
August 26, 2022

REGIONAL MEMORANDUM
No. 0735, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
HRMPSB MEMBERS
This Region

NATIONAL KICK-OFF ACTIVITY FOR THE RE-ORIENTATION OF THE AGENCY
MERIT SELECTION PLAN (MSP) AND RECRUITMENT, SELECTION, AND
APPOINTMENT (RSA) GUIDELINES

1. The BHROD-HRDD, through Memorandum DM-HROD-NEAP-DEACO-2022-0044 dated August 25, 2022 will conduct a virtual National Kick-Off Activity for the Re-Orientatation of the Agency Merit Selection Plan (MSP) nd Recruitment, Selection, and Appointment (RSA) Guidelines – Batch 2 on **September 1, 2022 at 8:30am – 5:00pm** via Microsoft Teams.
2. Participants to this activity are the Region and Division HRMPSB Chairperson, HRMPSB Members, and HRMPSB Secretariat.
3. Confirmation of participants shall be submitted to the Regional Office through this link : <https://bit.ly/3ck23OP> not later than August 30, 2022 for consolidation and submission to BHROD-HRDD.
3. Immediate dissemination of this Memorandum is enjoined.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: NONE
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT GUIDELINES MERIT SELECTION PLAN RECRUITMENT

PER/srp
08/26/2022



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Republika ng Pilipinas

Department of Education

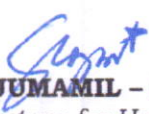
OFFICE OF THE UNDERSECRETARY

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

MEMORANDUM

DM-HROD-NEAP-DEACO-2022-0044

TO: Central Office Bureau/Service Directors
Regional Directors Concerned
Schools Division Superintendents Concerned

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

SUBJECT: NATIONAL KICK-OFF ACTIVITY FOR THE RE-ORIENTATION OF
THE AGENCY MERIT SELECTION PLAN (MSP) AND
RECRUITMENT, SELECTION, AND APPOINTMENT (RSA)
GUIDELINES

DATE: 25 August 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). Through the initiative of the Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHROD-HRDD), a series of consultation and validation workshops has been conducted with the RSPI National Technical Working Group (NTWG), Human Resource Management Officers (HRMOs), DepEd personnel, officials representing each job group and other stakeholders in each governance level. These activities have resulted in the development of RSP issuances, such as the new *Agency Merit Selection Plan (MSP)*, the *hiring and promotion policies*, and *proposed qualification standards for all DepEd-unique positions*.

On 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 and proper implementation of the DepEd MSP starting September 01, 2022¹. Consistent with *Part VII. Transitory Provisions* of DO 019, s. 2022, there is a need to establish and issue subsequent guidelines which shall serve as the implementing rules and regulations of the Agency MSP and to provide capability-building activities to all HRMOs, Human Resource Merit Promotion and Selection Board (HRMPSB) members, and

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*

other stakeholders in the Central Office (CO), Regional Offices (RO), and Schools Division Office (SDO).

To kick-off the re-orientation and simulation activities as part of the transitory measures of the DepEd MSP, the BHRD-HRDD will conduct a virtual **National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines** with the following objectives:

1. to re-orient the HRMOs and HRMP SB members who have already participated in the initial capability-building activities in 2019 and 2020 on the Agency MSP and RSA guidelines;
2. to strengthen understanding and practice of HRMOs and HRMP SB members through the conduct of simulation of the assessment process;
3. to introduce the anticipated implementation of RSA Guidelines, status on the proposed qualification standards for all DepEd-unique positions, and ways forward on the upcoming regional re-orientation and simulation activities.

In this connection, the **HRMOs, HRMP SB members, and other concerned personnel from CO, RO, and SDO as provided in Annex A** are hereby requested to attend the said virtual re-orientation on **August 31 and September 01, 2022, Wednesday and Thursday at 8:30 AM to 5:00 PM** via **Microsoft Teams**. The re-orientation activities will be divided into two (2) batches, as follows:

Activity	Date	Participants	Platform
National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines – Batch 1	August 31, 2022 <i>Wednesday</i> 8:30 AM to 5:00 PM	LUZON: Regions I, II, III, and CAR VISAYAS: Regions VI and VII MINDANAO: Regions IX, X, and XI	Microsoft Teams: https://tinyurl.com/NationalReOrientation-Batch1  SCAN ME
National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines – Batch 2	September 01, 2022 <i>Thursday</i> 8:30 AM to 5:00 PM	LUZON: Central Office, Regions IVA, IVB, V, and NCR VISAYAS: Region VIII MINDANAO: Regions XII and CARAGA	Microsoft Teams: https://tinyurl.com/NationalReOrientation-Batch2  SCAN ME

Participants may confirm their attendance through the BHRD-HRDD telephone number: (02) 8470-6630 or email address: bhrod.hrdd@deped.gov.ph. Please indicate the name, position title, office/division/unit, and RO/SDO of the participants who will attend the re-orientation activity.

For your action.

ANNEX A:**Appointing Officer/Authority and Composition of the HRMP SB in the Different Governance Levels**

(as stipulated in the Items 81 and 83 of Part V(G) of DO No. 019, s. 2022 or The Department of Education Merit Selection Plan):

G. Institutional Arrangements**Appointing Officer/Authority**

81. The appointing officer/authority in the different governance levels shall be as follows:

Governance Level	Appointing Officer/Authority
Central Office	Secretary
Regional Office	Regional Director
Schools Division Office	Schools Division Superintendent
School	Schools Division Superintendent

Human Resource Merit Promotion and Selection Board

83. The composition of the HRMP SB in the different governance levels shall be:

Governance Level	HRMP SB Members (First Level Positions)	HRMP SB Members (Second Level, including Second Level Executive/Managerial Positions)
Central Office	Chairperson: a. Director of the office where vacancy exists Members: b. Chief of the office where vacancy exists c. Human Resources representative d. Representative of accredited employees association belonging to the first level employees Secretariat: Selected personnel from Personnel Division as designated by the HRMP SB Chair	Chairperson: a. Highest Official of the strand where vacancy exists Members: b. Director of the office where vacancy exists c. Human Resources representative d. Representative of accredited employees association belonging to the second level employees Secretariat: Selected personnel from Personnel Division as designated by the HRMP SB Chair
Regional Office	Chairperson: a. Assistant Regional Director Members: b. Chief of the office where vacancy exists c. Chief of the Administrative Division d. Chief of the Human Resource Development Division e. Administrative Officer V for Personnel (HRMO) f. Representative of accredited employees association belonging to the first level employees Secretariat: Selected personnel from HR/ Administrative Division as designated by the HRMP SB Chair	Chairperson: a. Assistant Regional Director Members: b. Chief of the office where the vacancy exists c. Chief of the Administrative Division d. Chief of the Human Resource Development Division e. Administrative Officer V for Personnel (HRMO) f. Representative of accredited employees association belonging to the second level employees Secretariat: Selected personnel from HR/ Administrative Division as designated by the HRMP SB Chair
Schools Division Office; and School	Chairperson: a. Assistant Schools Division Superintendent Members: b. Chief of the School Governance and Operations Division c. School Head or Chief of Division where the vacancy exists d. Administrative Officer V for the Administrative Services Section e. Administrative Officer IV (HRMO) f. Representative of accredited employees association belonging to the first level employees Secretariat: Selected personnel from HR/ Administrative Services Section as designated by the HRMP SB Chair	Chairperson: a. Assistant Schools Division Superintendent Members: b. Chief of the School Governance and Operations Division c. School Head or Chief of Division where the vacancy exists d. Administrative Officer V for the Administrative Services Section e. Administrative Officer IV (HRMO) f. Representative of accredited employees association belonging to the second level employees Secretariat: Selected personnel from HR/ Administrative Services Section as designated by the HRMP SB Chair