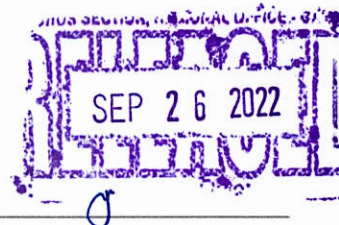




Republic of the Philippines
Department of Education
CARAGA REGION



September 26, 2022

REGIONAL MEMORANDUM
No. 0819, s. 2022

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

REGIONAL RE-ORIENTATION AND SIMULATION ACTIVITIES FOR AGENCY
MERIT SELECTION PLAN (MSP) AND RECRUITMENT, SELECTION,
AND APPOINTMENT (RSA) GUIDELINES

1. The BHROD through Memorandum OM-OUHROD-2022-0036 dated September 13, 2022 will conduct a Regional Re-Orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines for Central Offices and Field Offices on **October 4 – 7, 2022** at **Amontay Beach Resort**, Nasipit, Agusan del Norte to be hosted by the Schools Division of Agusan del Norte.

2. There shall be four (4) participants from the Regional Office and Schools Division Offices identified as follows:

Regional Office Proper	Schools Division Office and Schools
- Assistant Regional Director - AO-V (HRMO III) (2) slots to be determined by RD	- Assistant Schools Division Superintendent - AO-IV (HRMO II) (2) slots to be determined by SDS

3. First Meal is Dinner of Day 0 (October 4, 2022) and last meal is PM Snacks on Day 3 (October 7, 2022), chargeable to BHROD-HRDD funds. Travelling and other incidental expenses of participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

4. Registered participants are requested to perform the following pre-work requirements in preparation for the simulation activities:

a. Review and understand the salient provision of the CSC MC No. 14 (ORAOHRA), DO 019, s. 2022 (The DepEd MSP), and the powerpoint material for the RSA Guidelines. The aforementioned files may be downloaded through <https://tinyurl.com/MSP-RSA-References> and;

b. Bring the following resources that will be used for the simulation activities:

1. Three (3) complete set of sample application documents (per item 20 of MSP) for each job group:

- Teaching
- Non-Teaching



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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- Related-Teaching
- School Administration

c. Laptop

d. Extension cords

5. Confirmation of participants shall be done through this link:
<https://tinyurl.com/MSP-RSA-AttendanceForm> not later than September 28, 2022.

6. Immediate dissemination of this Memorandum is enjoined.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: Advisory dated September 20, 2022

BHROD Memo OM-OUHROD-2022-0036 dated September 13, 2022

Reference: DepEd Order 019, s.2022

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT GUIDELINES MERIT SELECTION PLAN RECRUITMENT

PER/srp
09/26/2022



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

ADVISORY

20 September 2022

In reference to the DM-OUHROD-2022-0036 dated 13 September 2022 titled **Regional Re-orientation and Simulation Activities for Agency MSP and RSA Guidelines for Central Office and Field Offices**, please be informed of the following details and administrative arrangements:

DepEd Region	Date (inclusive of travel time)		Venue	
Region III (Central Luzon)	September 27 – 30, 2022		Xenia Hotel , 4030 C.M. Recto Highway, Clark Freeport Zone, Angeles City, Pampanga	
Region XIII (CARAGA)	October 04 – 07, 2022		Amontay Beach Resort , Nasipit, Agusan del Norte	
Region IV-A (CALABARZON)	October 11 – 14, 2022		The Bayleaf Cavite , Governor's Drive, Brgy. Manggahan, General Trias, Cavite	
National Capital Region (NCR)	October 18 – 21, 2022		Xenia Hotel , 4030 C.M. Recto Highway, Clark Freeport Zone, Angeles City, Pampanga	
	(Oct 4)	(Oct 5)	(Oct 6)	(Oct 7)
PROGRAM	Day 0	Day 1	Day 2	Day 3
Registration		7:30 AM		
Start		8:30 AM		
End				4:00 PM
ACCOMMODATION	Day 0	Day 1	Day 2	Day 3
Check-in	3:00 PM			
Check-out				12:00 PM
MEALS	Day 0	Day 1	Day 2	Day 3
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch		✓	✓	✓
PM Snacks		✓	✓	✓
Dinner	✓	✓	✓	

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

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

1. Review and understand salient provision of 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 of the memorandum*), 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.

For further questions and concerns, you may contact Ms. Irralyn E. Cats through bhrod.hrrdd@deped.gov.ph or (02) 8470-6630.


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*



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

QM-OUHROD-2022- ~~0076~~

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM: GLORIA JUMAMIL – MERCADO *hj*
*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, HRMP SB 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
• Assistant Regional Director as HRMP SB Chair in the RO Proper • Administrative Officer V (HRMO) • Two (2) available slots	• 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 OPDNTP funds of BHRD-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