



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

November 10, 2022

No. 701, s. 2022

**CHANGE IN SCHEDULE AND VENUE OF 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**

To: Assistant Schools Division Superintendent
Chief – School Governance Operation Division
Administrative Officer V
Administrative Officer IV - HRMO
President - National Employees' Union

1. This has reference to Regional Memorandum ASD-2022-111 or the Change in Schedule and Venue of 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.
2. All identified participants are directed to attend the said activity on December 11, 2022 (Day 0) to December 14, 2022 (Day 3). The venue is yet to be announced through a separate memorandum.
3. Attached is the basic communication for your reference.
4. For your attendance.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: NOV 11 2022 TIME: 1:53 pm
BY: [Signature]

[Signature]

CRISTY C. EPE

Schools Division Superintendent

Encl. As Stated



Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos
 RECORDS SECTION
RECEIVED 93337
 DATE: 03 NOV 2022 TIME: 1:31
 BY: *[Signature]*

Office of the Regional Director

REGIONAL MEMORANDUM
 ASD-2022-111

To : Assistant Regional Director
 Schools Division Superintendents / OIC-SDS
 Regional Chiefs of Functional Divisions – ASD and HRDD
 All Others Concerned

Subject: CHANGE IN SCHEDULE AND VENUE OF 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 : November 02, 2022

Herewith is the copy of the Memorandum DM-OUHROD-2022-0257 dated October 21, 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, Department of Education, informing all the concerned DepEd officials and personnel on the change in schedule and venue of the Regional Re-orientation and Simulation Activities for the Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Placement (RSA) guidelines for Central and Field Offices.

The Schools Divisions Superintendents are hereby directed to ensure the attendance of the identified participants on the above-stated activity on December 11, 2022 (Day 0) to December 14, 2022 (Day 3). The venue is to be announced in a separate memorandum.

The expected five (5) participants in the different governance levels shall be:

Regional Office Proper	Schools Division Office
• HRMPSB Chairperson • Chief of the Administrative Division • Chief of the Human Resource Development Division • Human Resource Management Officer III • Representative of the accredited Employees Association	• HRMPSB Chairperson <i>CIF ASOS cannot travel</i> • ☒ Chief of the School Governance and Operations Division • ☒ Administrative Officer V for the Administrative Services Section • ☒ Human Resource Management Officer III • Representative of the accredited Employees Association <i>Mrs. Mical</i>

travel then chief being will go his stead



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

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

For information and strict compliance.

By the Authority of the Regional Director:


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

Enclosed: As stated.

ROA3/PS/ljtj

RECORDS SECTION
RELEASED

By: 
Date: 11.3.77 Time: 9:34



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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
TEACHER EDUCATION COUNCIL SECRETARIAT

MEMORANDUM
DM-OUHROD-2022-0257

TO: Regional Directors
Schools Division Superintendents

22-9574
127 001

9:15

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

SUBJECT: **Change in Schedule and Venue of 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: 21 October 2022

In view of the effectivity of DO 019, s. 2022 in January 2023 and following the recently concluded HROD Interface with Regional Operations Group wherein the Regional Directors raised concerns about the urgency and importance of expediting the roll-out and capability building of the human resource (HR) implementers, please be guided by the following **changes in schedule and venue of the Regional Re-orientation and Simulation Activities on the DepEd MSP and RSA Guidelines for Field Offices per DM-OUHROD-2022-036:**

Region	Date (inclusive of travel time)	Venue
Region 12	October 25 to 28, 2022	Avior Hotel, Santiago Blvd., General Santos City
Region 2	November 8 to 11, 2022	NEAP Region 2, Tuguegarao City
Regions 7 and 8*	November 15 to 18, 2022	Within Cebu
Regions 1 and CAR*	November 22 to 25, 2022	Within La Union
Region 11	December 11 to 14, 2022	Within Davao
Region 10	December 13 to 16, 2022	Within Cagayan De Oro
Region 6	January 10 to 13, 2023	Within Iloilo
Region 5	January 16 to 19, 2023	Within Albay
Region 9	January 24 to 27, 2023	Within Zamboanga
Region 4B	January 31 to February 2, 2023	Within Palawan

*Clustered

In the exigency of service and to expedite the conduct of said regional re-orientation and simulation activities, **Regions 7 & 8 and Regions 1 & CAR will be clustered.** In view of this, Regions 8 and CAR are hereby authorized and instructed to procure the board and lodging of their respective participants within the area identified above using the funds downloaded for this purpose. Travelling and other incidental expenses of the participants shall be charged against local funds; while travel expenses of the RSPI-NTWG, external resource person (if any), and program organizers shall be charged against 2022 OPDNTF funds of BHRD-HRDD. All expenses shall be subject to existing budgeting, accounting, and auditing rules and regulations.

Attached for reference is the **Indicative Program of Activities** (see Annex A). First meal is Dinner of Day 0 and last meal is PM Snacks of Day 3 (see Annex B for meal schedule). Further details, exact venues of the remaining regions, and other administrative arrangements will be announced through a separate advisory.

Registered participants from each governance level are likewise reminded of 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 [BHRD-HRDD](#); 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

For further questions and clarifications, please contact the Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHRD-HRDD) at telephone no. (02) 847-6630 or email address [bhrd@deped.gov.ph](#) and look for Ms. Ruby Chanda Jotomo-Crisostomo or Ms. Irralyn Cats.

For your appropriate action and compliance.

BHRD-HRDD/Crisostomo

**Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPI) System**

PROGRAM DESIGN

Regional Re-orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines

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 is conducting a series of *Regional Re-orientation and Simulation Activities on the Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines for Central Office and Field Offices* with the following objectives:

1. to re-orient the HRMOs and HRMPSB members who have undergone the initial capability-building activities in 2019 and 2020;
2. to strengthen understanding and practice of HRMOs and HRMPSB 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.

TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 0 (Tuesday)		
2:00 PM	<i>Ingress of Participants</i>	HRDD Organizing Team
DAY 1 (Wednesday)		
8:00 AM – 8:30 AM	Registration	HRDD Organizing Team
	Preliminaries	HRDD Organizing Team
8:30 AM – 8:50 AM	• National Anthem & Prayer • Roll Call of Participants • Objectives and Expectation Setting • House Rules	
	Opening Remarks	Atty. Anne Rachel C. Miguel Director IV, BHROD
8:50 AM – 9:00 AM	Welcome Message	<i>*RD/SDS of Host RO/SDO (if available)</i>
9:00 AM – 9:30 AM	HR Overview • HROD Framework • DepEd MSP, QS& RSA Policy Updates	Ms. Cecille A. Anyayahan Project Development Officer V, BHROD-HRDD
9:30 AM – 9:45 AM	AM Snack	
9:45 AM – 10:15 AM	Management of Learning (Pre-test)	HRDD Organizing Team
10:15 AM – 12:00 PM	Input Session and Simulation Activity 1: <i>Publication and Posting</i>	RSPI NTWG
	Processing and Reflection	
12:00 PM – 1:30 PM	Lunch	
1:30 PM – 3:00 PM	Input Session and Simulation Activity 2: <i>Receipt of Application Documents</i>	RSPI NTWG
	Processing and Reflection	
3:00 PM – 3:15 PM	PM Snack	
3:15 PM – 5:15 PM	Input Session and Simulation Activity 3: <i>Initial Evaluation</i>	RSPI NTWG
	Processing and Reflection	
5:15 PM – 5:30 PM	Announcements and Instructions for Day 2	HRDD Organizing Team

DAY 2 (Thursday)		
8:30 AM – 9:00 AM	Management of Learning (Recap of Day 1)	HRDD Organizing Team
9:00 AM – 12:00 PM	Input Session and Simulation Activity 4: <i>Comparative Assessment – Teacher I</i>	RSPI NTWG
	Processing and Reflection	
12:00 PM – 1:30 PM	Lunch	
1:30 PM – 2:00 PM	Management of Learning	HRDD Organizing Team
2:00 PM – 5:00 PM	Input Session and Simulation Activity 5: <i>Comparative Assessment – NTRTSA</i>	RSPI NTWG
	Processing and Reflection	
5:00 PM – 5:15 PM	Announcements and Instructions for Day 3 * Assignment: Sample Interview Questions	HRDD Organizing Team
DAY 3 (Friday)		
8:30 AM – 8:45 AM	Management of Learning	HRDD Organizing Team
8:45 AM – 10:00 AM	Input Session 6: <i>Behavioural Events Interview</i>	RSPI NTWG
	Processing and Reflection	
10:00 AM – 10:15 AM	AM Snack	
10:15 AM – 11:45 AM	Input Session 7: <i>Appointment and Probation</i>	RSPI NTWG
11:45 AM – 1:00 PM	Lunch	
1:00 PM – 3:00 PM	Input Session and Simulation Activity 8: <i>Recruitment Planning</i>	RSPI NTWG
	Processing and Reflection	
3:00 PM – 3:15 PM	Management of Learning (Post-test)	HRDD Organizing Team
	Activity Evaluation	
3:15 PM – 3:30 PM	Closing Program • Ways Forward • Announcements	HRDD Organizing Team
	Message of Inspiration	Usec. Gloria Jumamil-Mercado Undersecretary
	Message of Commitment	*RD of Host Region (if available)
	Closing Remarks	Dir. Jennifer E. Lopez Director III, BHRD

**Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPi) System**

ACCOMMODATION AND MEAL MATRIX

**Regional Re-orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and Recruitment,
Selection, and Appointment (RSA) Guidelines**

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	✓	✓	✓	