



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



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

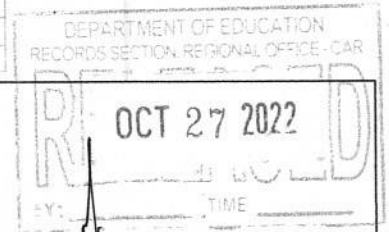
**SUBJECT: Change in Schedule and Venue of Regional Re-orientation and
 Simulation Activities for Agency Merit Selection Plan (MSP) and
 Recruitment, Selection, and Appointment (RSA) Guidelines for
 Central Office and Field Offices**

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
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Region 4B	January 31 to February 2, 2023	Within Palawan

*Clustered



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

October 27, 2022

To: Schools Division Superintendents
All Others Concerned

For information, guidance, and dissemination.

ESTELA P. LEON- CARIÑO EdD, CESO III
 Director IV/ Regional Director

For the Regional Director:

FLORANTE E. VERGARA
 Director III/ Assistant Regional Director



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

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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 BHROD-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 <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

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

For your appropriate action and compliance.

BHROD-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
8:30 AM – 8:50 AM	Preliminaries <ul style="list-style-type: none"> • <i>National Anthem & Prayer</i> • <i>Roll Call of Participants</i> • <i>Objectives and Expectation Setting</i> • <i>House Rules</i> 	HRDD Organizing Team
8:50 AM – 9:00 AM	Opening Remarks Welcome Message	Atty. Anne Rachel C. Miguel Director IV, BHROD <i>*RD/SDS of Host RO/SDO (if available)</i>
9:00 AM – 9:30 AM	HR Overview <ul style="list-style-type: none"> • <i>HROD Framework</i> • <i>DepEd MSP, QS& RSA Policy Updates</i> 	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 <i>(Pre-test)</i>	HRDD Organizing Team
10:15 AM – 12:00 PM	Input Session and Simulation Activity 1: <i>Publication and Posting</i> Processing and Reflection	RSPI NTWG
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> Processing and Reflection	RSPI NTWG
3:00 PM – 3:15 PM	PM Snack	
3:15 PM – 5:15 PM	Input Session and Simulation Activity 3: <i>Initial Evaluation</i> Processing and Reflection	RSPI NTWG
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 <i>(Recap of Day 1)</i>	HRDD Organizing Team
9:00 AM – 12:00 PM	Input Session and Simulation Activity 4: <i>Comparative Assessment – Teacher I</i> Processing and Reflection	RSPI NTWG
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> Processing and Reflection	RSPI NTWG
5:00 PM – 5:15 PM	Announcements and Instructions for Day 3 • <i>Assignment: Sample Interview Questions</i>	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> Processing and Reflection	RSPI NTWG
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> Processing and Reflection	RSPI NTWG
3:00 PM – 3:15 PM	Management of Learning <i>(Post-test)</i> Activity Evaluation	HRDD Organizing Team
3:15 PM – 3:30 PM	Closing Program <ul style="list-style-type: none"> • <i>Ways Forward</i> • <i>Announcements</i> Message of Inspiration Message of Commitment Closing Remarks	HRDD Organizing Team Usec. Gloria Jumamil-Mercado Undersecretary <i>*RD of Host Region (if available)</i> Dir. Jennifer E. Lopez Director III, BHROD

**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	√	√	√	

[DM-OUHROD-2022-0257] Change in Schedule and Venue of Regional Re-orientation and Simulation Activities for MSP and RSA Guidelines for Central Office and Field Offices

Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph> Wed, Oct 26, 2022 at 2:38 PM
 To: DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley Region <region2@deped.gov.ph>, DepEd III Central Luzon <region3@deped.gov.ph>, DepEd IVA CALABARZON <region4a@deped.gov.ph>, DepEd IVB MIMAROPA <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd VII Central Visayas <region7@deped.gov.ph>, DepEd VIII Eastern Visayas <region8@deped.gov.ph>, DepEd IX Zamboanga Peninsula <region9@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII- CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>, DepEd NCR <depedncrph@gmail.com>, TOLENTINO AQUINO <tolentino.aquino@deped.gov.ph>, Benjamin Paragas <benjamin.paragas@deped.gov.ph>, may eclar <may.eclar@deped.gov.ph>, ALBERTO ESCOBARTE <alberto.escobarte@deped.gov.ph>, NICOLAS CAPULONG <nicolas.capulong@deped.gov.ph>, RD Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>, RD-VIII Ramir Uytico <ramir.uytico@deped.gov.ph>, SALUSTIANO JIMENEZ <salustiano.jimenez@deped.gov.ph>, EVELYN FETALVERO <evelyn.fetalvero@deped.gov.ph>, RUTH FUENTES <ruth.fuentes@deped.gov.ph>, ARTURO BAYOCOT <arturo.bayocot001@deped.gov.ph>, ALLAN FARNAZO <allan.farnazo@deped.gov.ph>, CARLITO ROCAFORT <carlito.rocafort@deped.gov.ph>, Gemma Ledesma <ma.ledesma002@deped.gov.ph>, "RD Gemma M. Ledesma" <gemma.ledesma@deped.gov.ph>, ESTELA CARINO <estela.carino@deped.gov.ph>, Willie CABRAL <wilfredo.cabral@deped.gov.ph>
 Cc: Joergette Razielle Regadio <joergette.regadio@deped.gov.ph>, Dorothy Aireen Lipit <dorothy.lipit@deped.gov.ph>, Bureau of Human Resources and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>, Jennifer Lopez <jennifer.lopez006@deped.gov.ph>, Organization Effectiveness Division <bhrod.oed@deped.gov.ph>, Cash Maghirang <charles.maghirang@deped.gov.ph>, Michael Miel <michael.miel@deped.gov.ph>, Sharon Ayala <sharon.ayala@deped.gov.ph>, SONIA SOBREMISANA <sonia.sobremisana@deped.gov.ph>, Rachel Malate <rachel.malate001@deped.gov.ph>, CECILIA TIAMSON <cecilia.tiamson@deped.gov.ph>, Ralph Escamis <ralph.escamis@deped.gov.ph>

Dear **Regional Directors** and **Schools Division Superintendents**,

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Thank you.

Sincerely,



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
Tel. No.: (02) 8633-7206 Telefax No.: (02) 8631-8494
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City 1600

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 **[DM-OUHROD-2022-0257] Change in Schedule and Venue of Regional Re-orientation and Simulation Activities for MSP and RSA Guidelines for Central Office and Field Offices.pdf**
365K