



Republika ng Pilipinas

**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2023-0487**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
All Others Concerned

**FROM :**   
**REVSEE A. ESCOBEDO**   
Undersecretary for Operations  
Officer-in-Charge, Office of the Undersecretary for  
Human Resource and Organizational Development

**SUBJECT :** Merit Selection Plan (MSP) and Recruitment, Selection and Appointment (RSA) Guidelines Orientation for DepEd Appointing Officers/Authorities

**DATE :** 31 March 2023

In line with DepEd Order (DO) No. 19, s. 2022 or the *Department of Education Merit Selection Plan (MSP)*, the DepEd Order No. 007, s. 2023 or the *Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education*, was recently issued on 22 March 2023 stipulating systematic operational guidelines, rules, and regulations that shall govern the hiring and promotion of personnel in DepEd to first and second level positions.

Necessary capability building activities to all HRMOs and HRMP SB members in the Regional and Schools Division Offices have already been conducted to strengthen their understanding of the new policies, ensure smooth transition to the new system, and guarantee proper implementation in their respective ROs and SDOs.

Following the completion of series of capability building activities to HRMOs and HRMP SB members in all the 6 Regions, there is a need to conduct a similar orientation for DepEd Appointing Officers/Authorities to:

1. Discuss the salient points and key features of the new MSP and RSA policy;
2. Provide guidance in understanding and interpreting the hiring and promotion guidelines, criteria, and procedures in exercising sound discretion;
3. Provide an avenue to share best practices, strategies, and approaches in the exercise of sound discretion in the selection and appointment process; and



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region

APR 25 2023

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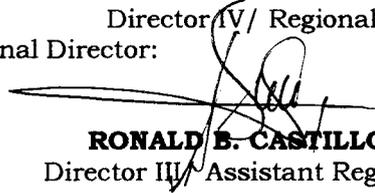
25 April 2023

**TO:** SCHOOLS DIVISION SUPERINTENDENTS/OICs  
ALL DIVISIONS  
ALL OTHERS CONCERNED

For information and guidance.

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

For the Regional Director:

  
**RONALD B. CASTILLO, CESO V**  
Director III/ Assistant Regional Director



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## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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### MEMORANDUM

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**All Others Concerned**

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2. Provide guidance in understanding and interpreting the hiring and promotion guidelines, criteria, and procedures in exercising sound discretion;
3. Provide an avenue to share best practices, strategies, and approaches in the exercise of sound discretion in the selection and appointment process; and

4. Discuss strategies on achieving the targeted PRIME-HRM maturity level of their concerned offices.

In this connection, the concerned **Regional Directors and Schools Division Superintendents (Appointing Officers/Authorities)** shall participate the said activity.

The details on the venue and date are as follows:

<b>Date</b> <i>(Inclusive of Travel Time)</i>	<b>Participants</b> <i>(RDs and SDS)</i>	<b>Venue*</b> <i>*Exact venue to be announced in a separate advisory</i>
May 2-4, 2023 (Luzon Cluster)	<b>LUZON:</b> CAR, Regions I, II, III, IV-A, IV-B, V and NCR	Within Metro Manila
May 8-10, 2023 (VisMin Cluster)	<b>VISAYAS:</b> Regions VI, VII, VIII  <b>MINDANAO:</b> Regions IX, X, XI, XII and CARAGA	Within Cebu

The program will start at exactly 8:30 a.m. on Day 1, and will end at 3:00 p.m. on Day 2. Attached for your reference is the schedule of activities (see **Annex B**). Provision of meals and accommodations will be as follows:

	<b>Day 0</b>	<b>Day 1</b>	<b>Day 2</b>
<b>Breakfast</b>		/	/
<b>AM Snacks</b>		/	/
<b>Lunch</b>		/	/
<b>PM Snacks</b>	/	/	/
<b>Dinner</b>	/	/	

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

Travel expenses of the participants shall be charged against local funds; while the travel expenses of the RSPI-NTWG (Annex A), external resource person, and program organizers shall be charged against FY 2023 OPDNTP funds of BHRD-HRDD. Kindly be advised that the board and lodging, including meals, of drivers of the participants (if any) shall not be covered by the program organizers.

All expenses shall be subjected to existing budgeting, accounting, and auditing rules and regulations. All other details and administrative arrangements will be announced through a separate advisory.

Participants are requested to confirm their attendance one (1) week before the scheduled run to Ms. Gilyn Crisostomo through the HRDD telephone number: (02) 470-6630 or email address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

Thank you very much.

*[BHROD-HRDD/Gob]*

### Annex A: List of NTWG Members

#### Luzon Cluster

Name	Position	Governance Level
1. Wilfredo E. Cabral	Regional Director	NCR
2. Cherry Mae L. Limbaco	Schools Division Superintendent	Malaybalay City
3. Susan S. Collano	Schools Division Superintendent	Naga City
4. Anne Pelias	Chief Administrative Officer	Region 4A
5. Elsa Mariano	Administrative Officer V	NCR
6. Anna Liza Aurellano	Administrative Officer V	Vigan City
7. Arvin Purisima	Administrative Officer V	Pangasinan II
8. Isabelita Sampayan	Administrative Officer V	Palawan
9. Menchie Kubayashi	Administrative Officer V	Pasig City

#### VisMin Cluster

Name	Position	Governance Level
1. Wilfredo E. Cabral	Regional Director	NCR
2. Cherry Mae L. Limbaco	Schools Division Superintendent	Malaybalay City
3. Susan S. Collano	Schools Division Superintendent	Naga City
4. Harvie Villamor	Chief Education Supervisor	Region 8
5. Janice Gamalong	Supervising Administrative Officer	Region 11
6. Arniel Garque	Administrative Officer V	Guimaras
7. Anna Liza Aurellano	Administrative Officer V	Vigan City
8. Jose Mariano Barril	Administrative Officer IV	Leyte

## INDICATIVE PROGRAM OF ACTIVITIES

Merit Selection Plan (MSP) and Recruitment, Selection and Appointment (RSA)  
Guidelines Orientation for DepEd Appointing Officers/Authorities

*May 02 – 04, 2023 (Luzon)  
and May 08 – 10, 2023 (VisMin)*

TIME	ACTIVITY	IN-CHARGE
PM	<i>Ingress and Check-in of Participants</i>	HRDD Organizing Committee RSP NTWG Participants
AM	<i>Opening Program</i>  <i>Session 1: Preliminaries and House Rules</i>  <i>Session 2: Presentation of HR Overview, RSP Rationale and Road Map integrated to MATATAG</i>  <i>Session 3: PRIME HRM RSP Core System; Strategies on Achieving Maturity Level II and III</i>	HRDD Organizing Committee, Director, Undersecretary, RSP NTWG, & CSC
PM	<i>Session 4: Salient points of the DepEd MSP and RSA Guidelines</i>  <i>Session 5: Overview and key points of the Hiring Process (Teaching, Non-Teaching, Related Teaching and School Admin)</i>  <i>Session 4: Appointment, Discretionary Power, Protest</i>	RSP NTWG
AM	<i>Session 5: Appointments and Discretionary Power; Protests</i>  <i>Workshop: Workshop on evaluation and selection among the top ranking applicants and dealing with protests (Case studies/ situational analysis)</i>  <i>Session 6: Presentation of Output from the workshop on Appointment and Protests</i>	RSP NTWG, HRDD Facilitators & Participants
PM	<i>Session 7: Ways Forward, Next Steps, and Announcements for BHROD upcoming events and initiatives</i>  <i>Closing Program; Egress of Participants</i>	HRDD Facilitators