



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

PM-OUHROD-2022- 0074

**TO: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

**FROM: 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*

**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, 2022<sup>1</sup>. 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, and promotion of personnel in accordance with the guidelines;
2. to develop and disseminate training materials for the RSP initiative;
3. to provide capability building activities for the stakeholders in the regional offices.

Following the **National Kick Off RSA Guidelines** conducted last September 1, 2022, a series of **Regional Re-orientation** activities were conducted.

<sup>1</sup> Pursuant to the Item 3 of the DepEd Memorandum Order No. 019, s. 2022

Room 102, Rizal Building, Pasig City 1600  
Telephone Nos.: (+632) 85337205, (+632) 85318494, (+632) 85318495  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

DEPARTMENT OF EDUCATION  
RECORDS SECTION - CORDILLERA ADMINISTRATIVE REGION  
**SEP 28 2022**  
BY: \_\_\_\_\_ TIME: \_\_\_\_\_

September 27, 2022

**To: Schools Division Superintendents  
All Schools Division Office  
All Others Concerned**

For your information, guidance and compliance.

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

ADMIN/MAB/EAA/dda

Address: Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)

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#### MEMORANDUM

**PM-OUHROD-2022- 0036**

**TO: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

**FROM: 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*

**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, 2022<sup>1</sup>. 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, HRMPSB 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**

<sup>1</sup> 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
<ul style="list-style-type: none"> <li>• Assistant Regional Director as HRMP SB Chair in the RO Proper</li> <li>• Administrative Officer V (HRMO)</li> <li>• Two (2) available slots</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Schools Division Superintendents as HRMP SB Chair in the SDO and schools</li> <li>• Administrative Officer IV (HRMO)</li> <li>• Two (2) available slots</li> </ul>

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 A<sup>2</sup>** 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

<sup>2</sup> 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 OPDNTF funds of BHROD-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