



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**  
**MLA-2022- 447**

TO : Assistant Schools Division Superintendents  
Chief Education Supervisors (CID & SGOD)  
All Concerned  
(Please see attached list)

FROM : *ppaulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
*9/12/22*

SUBJECT : NEW SCHEDULE ON THE NATIONAL KICK-OFF ACTIVITY FOR THE  
VIRTUAL RE-ORIENTATION OF THE AGENCY MERIT SELECTION  
PLAN (MSP) AND RECRUITMENT, SELECTION, AND APPOINTMENT  
(RSA) GUIDELINES

DATE : September 12, 2022

In compliance to Memorandum DM-HROD-NEAP-DEACO-2022-0044, dated 25 August 2022, all regular members of the Division Office Human Resource Merit Promotion and Selection Board (HRMPSB) are advised to attend the Virtual National Kick-Off Activity for the Re-Orientation of the Agency Merit Selection Plan (MSP) and Recruitment, Selection and Appointment (RSA) Guidelines Batch 1 on **September 15, 2022 from 8:30 A.M. to 5:00 P.M.** via Microsoft Team Link <https://tinyurl.com/NationalReOrientation-Batch1>.

Please be guided accordingly.

SPP/NLR-MKP-JMA/AdS/LBY/jcadiante  
*g mb*

12 SEP 2022



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**COMPOSITION OF HUMAN RESOURCE MERIT AND SELECTION BOARD (HRMPSB)  
AT THE SCHOOLS DIVISION OFFICE GOVERNANCE LEVEL**

*(as stipulated in the Items 81 and 83 of Part V(G) of DO No. 19, s. 2022 or The Department of Education Merit Selection Plan):*

Chairperson: **DR. NILITA L. RAGAY**  
Chief Education Supervisor – CID  
OIC-Assistant Schools Division Superintendent

Co-Chairperson: **DR. JOELYZA M. ARCILLA**  
OIC-Assistant Schools Division Superintendent

**DR. MARCELO K. PALISPIS**  
OIC-Assistant Schools Division Superintendent

Members: **DR. RACHEL B. PICARDAL**  
Chief Education Supervisor – SGOD

**MS. LANI B. YURONG** *gr*  
Administrative Officer V

**MS. JIAN A. DIAZ** *gr*  
Administrative Officer IV (HRMO)

**MR. SONNY V. UY**  
Public Schools District Supervisor  
President, PSDS Association  
(for 2<sup>nd</sup> level positions)

**MS. MARICHYLE P. LAJATO**  
Guidance Counselor I  
President, DepED NEU  
(for 1<sup>st</sup> level positions)

Secretariat: MS. GEMMALYN B. VILLAREJO, AO II *gr*  
MR. JASON A. FERMIZA, AO II  
MS. JENNILENE G. CADIENTE, AO II *gr*  
MS. MARY ANN L. BALAMBAO, ADA I *gr*





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM  
No. **077**, s. 2022

SEP 15 2022

**New Schedule on the National Kick-Off Activity for the Virtual Re-Orientation of the Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board hereby disseminates the new schedule for the conduct of **National Kick-off Activity for the Virtual Re-Orientation of the Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines** on September 15, 2022 from 8:30 AM to 5:00 PM via Microsoft Teams.
2. For more details, kindly refer to the attached communication;
3. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/HRMPSB/arc



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
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**Email Address:** region7@deped.gov.ph



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

6 September 2022

This has reference to the Memorandum (**DM-HROD-NEAP-DEACO-2022-0044**) approved by the undersigned dated 25 August 2022 on the conduct of *National Kick-off Activity for the Re-orientation of the Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines*.

Please be informed of the new schedules and respective platform links for Batches 1 and 2 of the said activity:

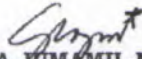
Activity	Date	Participants	Platform
<b>National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines - Batch 1</b>	<b>September 15, 2022</b> <i>Thursday</i> 8:30 AM to 5:00 PM	<b>LUZON:</b> Regions I, II, III, and CAR  <b>VISAYAS:</b> Regions VI and VII  <b>MINDANAO:</b> Regions IX, X, and XI	<b>Microsoft Teams:</b> <a href="https://tinyurl.com/NationalReOrientation-Batch1">https://tinyurl.com/NationalReOrientation-Batch1</a>  SCAN ME
<b>National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines - Batch 2</b>	<b>September 16, 2022</b> <i>Friday</i> 8:30 AM to 5:00 PM	<b>LUZON:</b> Central Office, Regions IVA, IVB, V, and NCR  <b>VISAYAS:</b> Region VIII  <b>MINDANAO:</b> Regions XII and CARAGA	<b>Microsoft Teams:</b> <a href="https://tinyurl.com/NationalReOrientation-Batch2">https://tinyurl.com/NationalReOrientation-Batch2</a>  SCAN ME

In this connection, the Bureau/Service Directors in the Central Office (CO), 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 kick-off activity, in reference to the *Annex A* of the memorandum and the submitted list of participants by HRMPSE focals:

Central Office Proper	Regional Office Proper	Schools Division Office and Schools
<ul style="list-style-type: none"> <li>• Bureau/Service Director as the HRMPSB Chair</li> <li>• Chief of Division</li> <li>• Chief Administrative Officer (CAO)</li> <li>• Human Resources representative from Personnel Division</li> <li>• Secretariat of the HRMPSB</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Director as the appointing officer/authority in the RO Proper</li> <li>• Assistant Regional Director as HRMPSB Chair in the RO Proper</li> <li>• Chief Administrative Officer (CAO)</li> <li>• Administrative Officer V (HRMO)</li> <li>• Secretariat of the HRMPSB</li> </ul>	<ul style="list-style-type: none"> <li>• SDS as the appointing officer/authority in the SDO and schools</li> <li>• Assistant Schools Division Superintendents as HRMPSB Chair in the SDO and schools</li> <li>• Administrative Officer V</li> <li>• Administrative Officer IV (HRMO)</li> <li>• Secretariat of the HRMPSB</li> </ul>

Other members of the HRMPSB who are not identified above (i.e. school heads, sub-committee members, representatives from accredited employees' association) may be given subsequent orientation and capability building sessions by above-mentioned participants to ensure uniform understanding on the new hiring and promotion guidelines of the Department. The recording of and presentation materials used during the National Kick-Off Activity will be uploaded on the BHRD Facebook page for reference.

For your information and guidance.



**GLORIA J. MAMIL-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, AND  
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

### MEMORANDUM

DM-HROD-NEAP-DEACO-2022-0044

**TO:** Central Office Bureau/Service Directors  
Regional Directors Concerned  
Schools Division Superintendents Concerned

**FROM:** *Gloria*  
GLORIA JUMAMIL - MERCADO  
*Undersecretary for Human Resource and Organizational Development,  
National Educators' Academy of the Philippines, and  
DepEd Employees' Associations Coordinating Office*

**SUBJECT:** NATIONAL KICK-OFF ACTIVITY FOR THE RE-ORIENTATION OF  
THE AGENCY MERIT SELECTION PLAN (MSP) AND  
RECRUITMENT, SELECTION, AND APPOINTMENT (RSA)  
GUIDELINES

**DATE:** 25 August 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). Through the initiative of the Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHROD-HRDD), a series of consultation and validation workshops has been conducted with the RSPI National Technical Working Group (NTWG), Human Resource Management Officers (HRMOs), DepEd personnel, officials representing each job group and other stakeholders in each governance level. These activities have resulted in the development of RSP issuances, such as the new *Agency Merit Selection Plan (MSP)*, the *hiring and promotion policies*, and *proposed qualification standards for all DepEd-unique positions*.

On 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 and proper implementation 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 establish and issue subsequent guidelines which shall serve as the implementing rules and regulations of the Agency MSP and to provide capability-building activities to all HRMOs, Human Resource Merit Promotion and Selection Board (HRMPSB) members, and

<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*

other stakeholders in the Central Office (CO), Regional Offices (RO), and Schools Division Office (SDO).

To kick-off the re-orientation and simulation activities as part of the transitory measures of the DepEd MSP, the BHRD-HRDD will conduct a virtual **National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines** with the following objectives:

1. to re-orient the HRMOs and HRMPSE members who have already participated in the initial capability-building activities in 2019 and 2020 on the Agency MSP and RSA guidelines;
2. to strengthen understanding and practice of HRMOs and HRMPSE members through the conduct of simulation of the assessment process;
3. to introduce the anticipated implementation of RSA Guidelines, status on the proposed qualification standards for all DepEd-unique positions, and ways forward on the upcoming regional re-orientation and simulation activities.

In this connection, the **HRMOs, HRMPSE members, and other concerned personnel from CO, RO, and SDO as provided in Annex A** are hereby requested to attend the said virtual re-orientation on **August 31 and September 01, 2022, Wednesday and Thursday at 8:30 AM to 5:00 PM** via **Microsoft Teams**. The re-orientation activities will be divided into two (2) batches, as follows:

Activity	Date	Participants	Platform
<b>National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines - Batch 1</b>	<b>August 31, 2022</b> <i>Wednesday</i> 8:30 AM to 5:00 PM	<b>LUZON:</b> Regions I, II, III, and CAR  <b>VISAYAS:</b> Regions VI and VII  <b>MINDANAO:</b> Regions IX, X, and XI	<b>Microsoft Teams:</b> <a href="https://tinivurl.com/NationalReOrientation-Batch1">https://tinivurl.com/NationalReOrientation-Batch1</a>  SCAN ME
<b>National Kick-off Activity for the Re-orientation of the Agency MSP and RSA Guidelines - Batch 2</b>	<b>September 01, 2022</b> <i>Thursday</i> 8:30 AM to 5:00 PM	<b>LUZON:</b> Central Office, Regions IVA, IVB, V, and NCR  <b>VISAYAS:</b> Region VIII  <b>MINDANAO:</b> Regions XII and CARAGA	<b>Microsoft Teams:</b> <a href="https://tinivurl.com/NationalReOrientation-Batch2">https://tinivurl.com/NationalReOrientation-Batch2</a>  SCAN ME

Participants may confirm their attendance through the BHRD-HRDD telephone number: (02) 8470-6630 or email address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph). Please indicate the name, position title, office/division/unit, and RO/SDO of the participants who will attend the re-orientation activity.

For your action.

**ANNEX A:**

**Appointing Officer/Authority and Composition of the HRMPSB in the Different Governance Levels**  
(as stipulated in the Items 81 and 83 of Part V(G) of DO No. 019, s. 2022 or The Department of Education Merit Selection Plan):

**G. Institutional Arrangements**

**Appointing Officer/Authority**

81. The appointing officer / authority in the different governance levels shall be as follows:

Governance Level	Appointing Officer / Authority
Central Office	Secretary
Regional Office	Regional Director
Schools Division Office	Schools Division Superintendent
School	Schools Division Superintendent

**Human Resource Merit Promotion and Selection Board**

83. The composition of the HRMPSB in the different governance levels shall be:

Governance Level	HRMPSB Members (First Level Positions)	HRMPSB Members (Second Level, including Second Level Executive/Managerial Positions)
Central Office	<p><b>Chairperson:</b></p> <p>a. Director of the office where vacancy exists</p> <p><b>Members:</b></p> <p>b. Chief of the office where vacancy exists</p> <p>c. Human Resources representative</p> <p>d. Representative of accredited employees association belonging to the first level employees</p> <p><b>Secretariat:</b></p> <p>Selected personnel from Personnel Division as designated by the HRMPSB Chair</p>	<p><b>Chairperson:</b></p> <p>a. Highest Official of the strand where vacancy exists</p> <p><b>Members:</b></p> <p>b. Director of the office where vacancy exists</p> <p>c. Human Resources representative</p> <p>d. Representative of accredited employees association belonging to the second level employees</p> <p><b>Secretariat:</b></p> <p>Selected personnel from Personnel Division as designated by the HRMPSB Chair</p>
Regional Office	<p><b>Chairperson:</b></p> <p>a. Assistant Regional Director</p> <p><b>Members:</b></p> <p>b. Chief of the office where vacancy exists</p> <p>c. Chief of the Administrative Division</p> <p>d. Chief of the Human Resource Development Division</p> <p>e. Administrative Officer V for Personnel (HRMCO)</p> <p>f. Representative of accredited employees association belonging to the first level employees</p> <p><b>Secretariat:</b></p> <p>Selected personnel from HR/ Administrative Division as designated by the HRMPSB Chair</p>	<p><b>Chairperson:</b></p> <p>a. Assistant Regional Director</p> <p><b>Members:</b></p> <p>b. Chief of the office where the vacancy exists</p> <p>c. Chief of the Administrative Division</p> <p>d. Chief of the Human Resource Development Division</p> <p>e. Administrative Officer V for Personnel (HRMCO)</p> <p>f. Representative of accredited employees association belonging to the second level employees</p> <p><b>Secretariat:</b></p> <p>Selected personnel from HR/ Administrative Division as designated by the HRMPSB Chair</p>
Schools Division Office, and School	<p><b>Chairperson:</b></p> <p>a. Assistant Schools Division Superintendent</p> <p><b>Members:</b></p> <p>b. Chief of the School Governance and Operations Division</p> <p>c. School Head or Chief of Division where the vacancy exists</p> <p>d. Administrative Officer V for the Administrative Services Section</p> <p>e. Administrative Officer IV (HRMCO)</p> <p>f. Representative of accredited employees association belonging to the first level employees</p> <p><b>Secretariat:</b></p> <p>Selected personnel from HR/ Administrative Services Section as designated by the HRMPSB Chair</p>	<p><b>Chairperson:</b></p> <p>a. Assistant Schools Division Superintendent</p> <p><b>Members:</b></p> <p>b. Chief of the School Governance and Operations Division</p> <p>c. School Head or Chief of Division where the vacancy exists</p> <p>d. Administrative Officer V for the Administrative Services Section</p> <p>e. Administrative Officer IV (HRMCO)</p> <p>f. Representative of accredited employees association belonging to the second level employees</p> <p><b>Secretariat:</b></p> <p>Selected personnel from HR/ Administrative Services Section as designated by the HRMPSB Chair</p>