



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

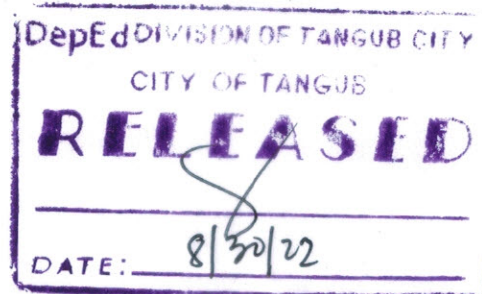
Office of the Schools Division Superintendent

August 30, 2022

**DIVISION MEMORANDUM**

No. 241, s. 2022

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
HRMPSB Members  
HRMPSB Secretariat  
DAPSHI President  
PESPA President  
NEU President  
Accountant  
Budget Officer  
This Division



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

1. This office disseminates the Memorandum DM-HROD-NEAP-DEACO-2022-0044  
Re: National Kick-off activity for the re-orientation of the agency Merit Selection Plan (MS) and Recruitment, Selection, and Appointment (RSA) Guidelines.
2. HRMOs, HRMPSB members and other concerned personnel are hereby required to attend the said virtual re-orientation on August 31, 2022, 8:30 AM to 5:00 PM, via Microsoft Teams.
3. For details, please see enclosed Memorandum for guidance and reference.
4. For immediate dissemination and compliance.

**NIMFA R. LAGO, PhD, CESO VI**

Assistant Schools Division Superintendent

OIC- Office of the Schools Division Superintendent

NRL/EAB

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index

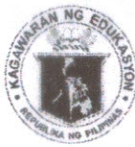
under the following subjects:

MERIT SELECTION PLAN RECRUITMENT SELECTION, AND APPOINTMENT



Address: Anecito Siete St. Mantic, Tangub City

Telephone: (088) 530 - 5988



Republika ng Pilipinas

## Department of Education

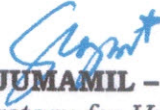
OFFICE OF THE UNDERSECRETARY

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 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 HRMPSB 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 HRMPSB 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, HRMPSB 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://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 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://tinyurl.com/NationalReOrientation-Batch2">https://tinyurl.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 (HRMO)</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 (HRMO)</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 (HRMO)</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 (HRMO)</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>