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Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-HROD-2022-0764

RECEIVED
 5/12/22
 [Signature]

TO: Regional Directors Concerned
 Schools Division Superintendents Concerned
 CO Directors and Division Chiefs Concerned

FROM:  WILFREDO E. CABRAL
 Regional Director, DepEd NCR and
 Officer-in-Charge, Office of the Undersecretary
 Human Resource and Organizational Development

OFFICE OF THE DIRECTOR IV
 Date and Time Received
 12 MAY 2022
 Signature
 [Signature]

SUBJECT: *Development of Recruitment, Selection, and Placement (RSP) and Career Progression Handbook - Phase 1*

DATE: 05 May 2022

The recruitment, selection, placement, and induction (RSPI) system is a core component of the overall strategic Human Resource Management 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 and officials representing each job group and governance levels, and other stakeholders. These activities have resulted in the development of several draft issuances, such as the enhanced Agency Merit Selection Plan (MSP), the hiring and promotion policies, and proposed qualification standards for all DepEd-unique positions.

Upon thorough review and approval process conducted by the Civil Service Commission (CSC), the DepEd MSP has officially been issued through DepEd Order (DO) No. 19, s. 2022 last 22 April 2022. However, given the extent of changes that this policy prompts towards competency-based recruitment, selection, and appointment, there is a need to set-up the groundwork, re-orient, and capacitate our HR implementers, and establish the implementing guidelines that will specify the procedures, tools, and metrics.

Henceforth, it is vital to produce a handbook for our HRMOs and other HR implementors in the Central Office (CO), Regional Offices (RO), and School Division Offices (SDO) that will serve as a single and consolidated reference in the implementation of the **Agency MSP and recruitment, selection, and appointment (RSA) guidelines** of the Department across all governance levels. Moreover, a set of Information, Education, and Communication (IEC) materials, *i.e., video recordings, simulation materials, and caselets*, is expected to be produced in relation to the release of the RSP Handbook which will also aid our end-users to have a better understanding of the Agency MSP and

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RSA guidelines. The **DepEd RSP Handbook and IEC materials** shall be distributed and used in the upcoming capability-building and simulation activities in CO, ROs, and SDOs.

As part of the pre-work of these initiatives, a two-phase workshop on the *Development of Recruitment, Selection, and Placement (RSP) and Career Progression Handbook* shall be conducted in order to prepare and refine the content and layout of the RSP Handbook and IEC materials.

In this connection, **your Office is requested to authorize the participation of the RSPI NTWG members, scriptwriters, and concerned personnel under your supervision (see Annex A) in the Phase 1 of the said workshop on May 17 to 19, 2022 in Microtel by Wyndham South Forbes, South Boulevard South Forbes Golf City, Brgy. Silang, Cavite.** Travel expenses, meals, and accommodation shall be charged against 2022 OPDNTP funds, subject to existing budgeting, accounting, and auditing rules and regulations.

Participants may confirm their attendance through the BHROD-HRDD telephone number: (8) 470-6630 or email address: bhrod.hrdd@deped.gov.ph.

For your action.

ANNEX A: LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development - Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPI) System

Development of Recruitment, Selection, and Placement (RSP) and Career Progression Handbook - Phase 1
May 17-19, 2022

No.	NAME	POSITION	OFFICE CO/RO/SDO
<i>Recruitment, Selection, and Placement - National Technical Working Group (RSP-NTWG) Members</i>			
1	Susan Collano	Schools Division Superintendent	Catanduanes
2	Cherry Mae Limbaco	Schools Division Superintendent	Cagayan De Oro
3	Harvie Villamor	Chief Education Supervisor	Region VIII
4	Elsa Mariano	Administrative Officer V	NCR
5	Anne Pelias	Chief Administrative Officer	Region IV-A
6	Janice Gamalong	Supervising Admin. Officer	Region XI
7	Arniel Garque	Administrative Officer V	Guimaras
8	Anna Liza Aurellado	Administrative Officer V	Vigan City
9	Arvin Purisima	Administrative Officer V	Pangasinan II
10	Isabelita Sampayan	Administrative Officer V	Palawan
11	Menchie Kubayashi	Administrative Officer IV	Mandaluyong
12	Jose Mariano Barril	Administrative Officer IV	Leyte
<i>2 participants from BHROD - Personnel Division (PD)</i>			
1	Melissa Salazar	Administrative Officer IV	BHROD-PD RSP Unit
2	Rhea Amor Cayapan	Administrative Officer II	BHROD-PD RSP Unit
<i>5 Scriptwriters from Information, Communication, and Technology Service (ICTS)</i>			
1	Pamela Amor R. Villanueva		
2	John Jefferson C. Sevilla		
3	Gennifer De Jesus		
4	Raymond B. Casama		
5	Deejay Santiago		
<i>4 Program Managers and Secretariat from BHROD-Human Resource Development Division</i>			

ANNEX B: ACTIVITY DESIGN

Activity Title **DEVELOPMENT OF RECRUITMENT, SELECTION, AND PLACEMENT (RSP) AND CAREER PROGRESSION HANDBOOK - PHASE 1**

Schedule

Inclusive Dates May 17 to 19, 2022; Tuesday, Wednesday, and Thursday
 Time/s 8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
 Duration (in hours) 24 hours

Participants

Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); Focal persons from the following divisions/office:
 BHROD – Human Resource Development Division
 BHROD – Personnel Division
 Information, Communication, and Technology Service (ICTS)

Venue

Microtel by Wyndham South Forbes, South Boulevard South Forbes Golf City, Brgy. Silang, Cavite

Objectives

To finalize the content of the Handbook and produce Information, Education, and Communication (IEC) materials for Recruitment, Selection, and Placement (RSP) System and Career Progression of Teachers. The specific objectives are as follow:

- a. Develop and refine the outline of the Handbook for RSP System and Career Progression of Teachers
- b. Identify and prepare the pre-requirements for the production of IEC materials of Agency MSP and RSA Guidelines

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 0: May 16, Tuesday			
PM	<i>Ingress and Check-in of Participants</i>		HRDD Organizing Committee Participants
DAY 1: May 17, Tuesday			
AM	<i>Opening Program</i> <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of Agreements and Updates on the Agency MSP and RSA Guidelines</i> <i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i> <i>Workshop 1: Discussion on Content Outline and Script Flow/Plotline per group (Agency MSP, RSA</i>	RSP Updates; Tasking of pax Content and Script Guides <i>Note: Electronic copies of the policy drafts shall be distributed to the participants before the</i>	HRDD Organizing Committee

	<i>Guidelines, Teacher I, School Administration, Related-Teaching, and Non-Teaching positions)</i>	<i>actual conduct of the workshop</i>	
PM	<i>Workshop 2: Script Writing Proper (by group)</i>	Script	HRDD Facilitators Participants
DAY 2: May 18, Wednesday			
AM	(Continuation) <i>Workshop 2: Script Writing Proper</i> <i>Session 4: Process Checking</i>	Actual Script	Participants
PM	(Continuation) <i>Workshop 2: Script Writing Proper</i>		HRDD Facilitators Participants
DAY 3: May 19, Thursday			
AM	<i>Workshop 4: Presentation of the Script Outputs of each group</i> <i>Workshop 5: Identification of Script Elements (Voiceover, Simulation graphics, PPT presentation)</i> <i>Session 5: Presentation of Ways Forward and Next Steps</i> <i>Closing Program; Egress of Participants</i>	Actual Script with elements	HRDD Facilitators Participants

For additional information, please contact the RSP Program Secretariat:

Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD)

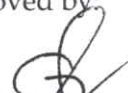
Room 411, 4/F Mabini Building, DepEd Complex
DepEd Central Office, Meralco Avenue, Pasig City
bhrod.hrdd@deped.gov.ph or (02) 8470-6630

Prepared by:



Amiel Bryan Esperanza
Project Development Officer III
RSP Unit, BHROD-HRDD

Approved by:



Cecille A. Anyayahan
Project Development Officer V
BHROD-HRDD