



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 27, 2024

**REGIONAL MEMORANDUM**

No. **369**, s. 2024

**RELEASE OF THE DIGITAL COPY OF THE RECRUITMENT, SELECTION,  
PLACEMENT, AND INDUCTION (RSPI) HANDBOOK VOLUME I**

To: Schools Division Superintendents  
HRMPSB Members  
Human Resource Management Officers  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0533 dated March 22, 2024 with the subject: **Release of the Digital Copy of the Recruitment, Selection, Placement, and Induction (RSPI) Handbook Volume 1.**
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

Enclosure: As stated

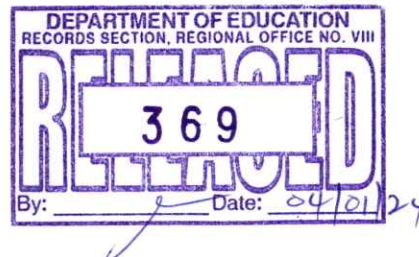
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

HANDBOOK

RSPI

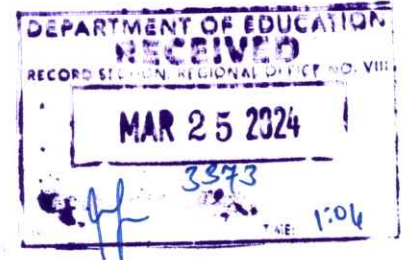
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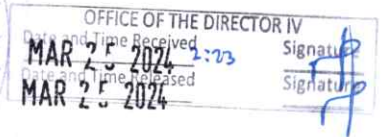
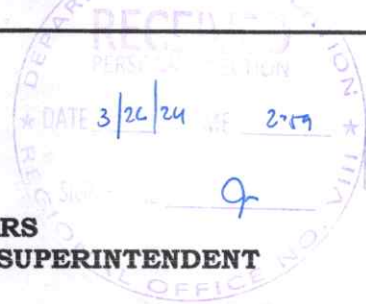


Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2024-0533**



**TO :** REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENT

**ATTN. :** MEMBERS OF THE HUMAN RESOURCE MERIT PROMOTION  
 AND SELECTION BOARD (HRMPSB)  
 HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOS)  
 ALL OTHERS CONCERNED

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

**SUBJECT :** **RELEASE OF THE DIGITAL COPY OF THE RECRUITMENT,  
 SELECTION, PLACEMENT, AND INDUCTION (RSPI) HANDBOOK  
 VOLUME 1**

**DATE :** 22 March 2024

As part of the continuous provision of support and technical assistance on the implementation of the Department Order (DO) No. 007, s. 2023 entitled “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education,*” the Bureau of Human Resource and Organizational Development (BHROD) through the Human Resource and Development Division (HRDD), hereby releases the digital copy of the Recruitment, Selection, Placement, and Induction (RSPI) Handbook Volume 1.

This comprehensive Handbook serves as a one-stop reference for the **Human Resource Management Officers (HRMOs), Human Resource Merit Promotion and Selection Boards (HRMPSBs),** and the **Appointing Authorities (AAs)** in all governance levels in the Department, providing the general rules, step by step instructions, and process flow of the following procedures stipulated under DO 007, s. 2023:

1. Publication and Posting of Vacancies;
2. Submission and Receipt of Applications;
3. Initial Evaluation;



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 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Center No. PIP 083

4. Comparative Assessment;
5. Behavioral Events Interview;
6. Background Investigation;
7. Comparative Assessment Result; and
8. Appointment.

The handbook shall be initially distributed through the form of digital/e-copy which shall be accessible through this link and QR code:

**<https://bit.ly/RSPiHandbookVolume1>**



Access to the provided link and QR code is limited to users with valid DepEd email accounts. The digital version aims to provide easy access to the Handbook's contents for quick reference and utilization.

Furthermore, the official release of the physical copies of the handbook shall follow and shall be distributed to the Regional Offices (RO) and Schools Division Offices (SDOs). Each RO will be allocated one (1) physical copy of the Handbook while each SDO will be allotted five (5) physical copies. The distribution of the Handbook is scheduled to take place at the end of the second quarter of this year.

For clarification and feedback on the contents of the Handbook, you may contact the BHROD-HRDD through Ms. Carla Jane Gob or Ms. Gilyn Crisostomo at telephone no. 8470-6630 or through email address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your information and dissemination.

Thank you.