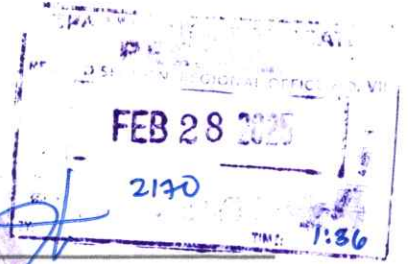




Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2025-0521**

**TO :** CENTRAL OFFICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

**FROM :** *WILFREDO E. CABRAL*  
*Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** **DEPED OTHER HUMAN RESOURCE ACTIONS (OHRA) POLICY – VALIDATION AND FINALIZATION WRITESHOPS**

**DATE :** 26 February 2025

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018, or the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) as amended, and the directions of the Department of Education (DepEd) towards competency-based HR, the Bureau of Human Resource and Organizational Development, Human Resource Development Division (BHROD-HRDD) has initiated the amendment of Agency Merit Selection Plan (MSP) and align its Recruitment, Selection, Placement, and Induction (RSPI) policies, processes, and system.

After establishing its Agency MSP, hiring and appointment guidelines, as well as the anticipated implementation of the Expanded Career Progression of Teachers, Onboarding policy, and the revision of DepEd-unique Qualification Standards (QS), **the Department's existing guidelines on other human resource actions<sup>1</sup>** needs to be updated, considering the recent developments on the RSPI system. Recognizing the need for updated and responsive guidelines, this policy shall be developed to align HR actions with the current demands and conditions involving movements of DepEd personnel.

In light of this, a six (6)-phase activities for the development of OHRA Policy shall be conducted to formulate, validate, and finalize the policy:

<sup>1</sup> Any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation shall be known as human resource action (CSC Memorandum Circular No. 14, s. 2018)



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Effectivity	03.23.23	Page	1 of 19



<b>Title of the Activity</b>	<b>Date</b>	<b>Venue / Mode</b>
1. OHRA Policy Writeshop with RSPI NTWG	March 11 – 14, 2025	<i>The Linden Suites, Ortigas Center, Pasig City</i>
2. OHRA Policy Validation Workshop with <i>Non-teaching and Related-Teaching Personnel</i>	April 01 – 04, 2025	<i>Tanza Oasis Hotel, Tanza, Cavite</i>
3. OHRA Policy Validation Workshop with <i>Teachers</i>	May 20 – 21, 2025	<i>Online – MS Teams</i>
4. OHRA Policy Validation Workshop with <i>School Heads</i>	May 22 – 23, 2025	<i>Online – MS Teams</i>
5. OHRA Policy Validation Workshop with <i>Implementers</i>	May 27 – 30, 2025	<i>Within Iloilo</i>
6. Finalization Workshop of the Draft OHRA Guidelines	June 24 – 27, 2025	<i>Within Baguio</i>

These activities endeavor to accomplish the following:

- d) Revisit the OHRA Concept Paper and legal references on the Department's existing policies and processes on transfer, reassignment, designation, detail, and personnel movements of teaching, non-teaching, related-teaching, and school administration positions;
- d) Formulate the draft OHRA Policy or guidelines on movements;
- d) Validate the draft policy and gather feedback, comments and recommendations from the target/identified DepEd personnel; and
- d) Finalize and refine the policy based on the validation results.

Upon its finalization, this policy aims to provide for the **parameters, mechanisms, and procedures governing the transfer, reassignment, detailing, and designation** of first and second-level employees, including second-level executive/managerial positions, in the Department. Furthermore, it aims to address the identified policy and implementation gaps involving personnel movement from one station to another, to include, among others, clarification on the definition of teacher transfer and reassignment relative to the implementation of Section 6 of the Republic Act (RA) No. 4670, otherwise known as the Magna Carta for Public School Teachers.

In view of this, your Office is requested to **authorize and ensure the participation** of the **RSPI-NTWG members** and **nominate a participant under your supervision** in the abovementioned activities.

For further guidance and information, please see the respective Annexes specifying the **list of participants** and **indicative program design** of the six (6) activities:

<b>Specific Activity</b>	<b>List of Participants</b>	<b>Indicative Program of Activities</b>
<b>A.</b> OHRA Policy Writeshop with RSPI NTWG	<b>Annex A.1</b>	<b>Annex A.2</b>
<b>B.</b> OHRA Policy Validation Workshop with <i>Non-</i>	<b>Annex B.1</b>	<b>Annex B.2</b>

<i>teaching and Related-Teaching Personnel</i>		
<b>C.</b> OHRA Policy Validation Workshop with <i>Teachers</i>	<b>Annex C.1</b>	<b>Annex C.2</b>
<b>D.</b> OHRA Policy Validation Workshop with <i>School Heads</i>	<b>Annex D.1</b>	<b>Annex D.2</b>
<b>E.</b> OHRA Policy Validation Workshop with <i>Implementers</i>	<b>Annex E.1</b>	<b>Annex E.2</b>
<b>F.</b> Finalization Workshop of the Draft OHRA Guidelines	<b>Annex F.1</b>	<b>Annex F.2</b>

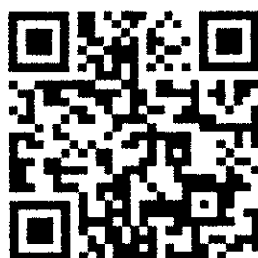
Travel expenses, except for the identified RSPI NTWG Members, will be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. The provision of the first meal and last meal are indicated in *Annex B*. Other details and administrative arrangements, including the exact venue, will be announced through a separate advisory.

Board and lodging of all participants as well as the travel expenses of the RSPI NTWG and Program Management Team shall be charged against CO 2025 GMS Current Funds while the travel expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

All participants are expected to bring their laptops, as some part of the activity will be done electronically. Bringing a personal extension cord is not mandatory but ideal.

For confirmation of attendance, kindly complete the form and register through the link below (or scan the QR code):

<https://bit.ly/Registration-OHRA-Workshops>



For more information and further clarification, you may reach Ms. Sarah Bianca Bilag or Ms. Carla Gob through the BHROD-HRDD email address at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone no. (02) 8470-6630.

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**OFFICE OF THE SECRETARY**

Annex A.1

**LIST OF PARTICIPANTS**

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

**OHRA Policy Writeshop with the RSPI NTWG**  
March 11-14, 2025  
The Linden Suites, Ortigas Center, Pasig City

No.	NAME	POSITION	OFFICE CO/RO/SDO
<b>Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</b>			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
2 participants from <b>Office of the Undersecretary for HROD</b>			
2 participants from <b>BHROD – Office of the Director</b>			
3 participants from <b>BHROD – Personnel Division (PD)</b>			
2 participants from <b>BHROD-School Effectiveness Division (SED)</b>			
5 Program Managers and Secretariat from <b>BHROD-Human Resource Development Division</b>			

Annex B.1

**LIST OF PARTICIPANTS**

*Bureau of Human Resource and Organizational Development – Human Resource Development Division  
Recruitment, Selection, Placement, and Induction (RSPi) System*

**OHRA Policy Validation Workshop with Non-Teaching and Related-Teaching Personnel**  
April 1-4, 2025  
Tanza Oasis Hotel, Tanza, Cavite

No.	NAME	POSITION	OFFICE CO/RO/SDO
<b>5 Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</b>			
1	Harvie Villamor	Chief Education Supervisor	Region VIII
2	Janice Gamalong	Supervising Administrative Officer	Region XI
3	Amiel Garque	Public Schools Division Superintendent	Guimaras
4	Elsa Mariano	Administrative Officer V	NCR
5	Menchie Kubayashi	Administrative Officer V	Pasig City
<b>16 identified non-teaching and related-teaching personnel participants (1 representative per region)</b>			
<b>Region</b>		<b>Participants</b>	
CAR, VI, II, VIII, IV-A, V, X, XII		<b>Non-Teaching Personnel</b> (preferably Chief in the SDO/RO)	
NCR, I, III, IV-B, VII, IX, XI, Caraga		<b>Related Teaching Personnel</b> (preferably Supervisors-EPS/PSDS)	
1 participant from Office of the Undersecretary for HROD			
3 participants from BHROD – Office of the Director			
5 participants from BHROD Divisions <ul style="list-style-type: none"> <li>• 2 participants from Personnel Division</li> <li>• 1 participant from School Effectiveness Division</li> <li>• 1 participant from Organization Effectiveness Division</li> <li>• 1 participant from Employee Welfare Division</li> </ul>			
5 Program Managers and Secretariat from BHROD - Human Resource Development Division			

Annex C.1

**LIST OF PARTICIPANTS**

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

**OHRA Policy Validation Workshop with Teachers**

*May 20-21, 2025*

*MS Teams*

No.	NAME	POSITION	OFFICE CO/RO/SDO
<b>Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</b>			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Baril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
<b>16 identified Teacher participants (1 representative per region)</b>			
<b>Region</b>		<b>Teacher Participants</b>	
CAR, IV-B, VIII, IX, Caraga		Elementary School	
NCR, II, IV-A, VI, X, XII		Junior High School	
I, III, V, VII, XI		Senior High School	
2 participants from Office of the Undersecretary for HROD			
1 participant from BHROD – Office of the Director			
4 Program Managers and Secretariat from BHROD-Human Resource Development Division			

Annex D.1

**OHRA Policy Validation Workshop with School Heads**  
 May 22-23, 2025  
 MS Teams

No.	NAME	POSITION	OFFICE CO/RO/SDO
<b>Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</b>			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
<b>16 identified School Head participants (1 representative per region)</b>			
<b>Region</b>		<b>School Head Participants</b>	
NCR, IV-B, VIII, IX, Caraga		Junior High School	
CAR, II, IV-A, VI, X, XII		Senior High School	
I, III, V, VII, XI		Elementary School	
<b>2 participants from Office of the Undersecretary for HROD</b>			
<b>1 participant from BHROD – Office of the Director</b>			
<b>4 Program Managers and Secretariat from BHROD-Human Resource Development Division</b>			

Annex E.1

**LIST OF PARTICIPANTS**

*Bureau of Human Resource and Organizational Development – Human Resource Development Division  
Recruitment, Selection, Placement, and Induction (RSPi) System*

**OHRA Policy Validation Workshop with Implementers**

May 27-30, 2025

within Iloilo

No.	NAME	POSITION	OFFICE CO/RO/SDO
<b>5 Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</b>			
1	Janice Gamalong	Supervising Administrative Officer	Region XI
2	Amiel Garque	Public Schools Division Superintendent	Guimaras
3	Harvie Villamor	Chief Education Supervisor	Region VIII
4	Menchie Kubayashi	Administrative Officer V	Pasig City
5	Arvin Purisima	Administrative Officer V	Pangasinan II
<b>20 identified implementers (HRMOs)</b>			
<b>Region</b>		<b>Participants</b>	
I, III, VII, X, VIII, CARAGA (1 representative per identified region)		RO HRMO	
CAR, II, NCR, V, IX, XI (1 representative per identified SDO)  SDO Mt. Province SDO Quirino SDO Quezon City SDO Camarines Sur SDO Zamboanga Del Nore SDO Compostela Valley		SDO HRMO	
IV-A, IV-B, VI, XII  RO IV-A and SDO Batangas RO IV-B and SDO Palawan RO VI and SDO Iloilo RO XII and SDO South Cotabato (2 representatives – RO + SDO)		(1) RO HRMO and (1) SDO HRMO	
2 participants from <b>BHROD – Office of the Director</b>			
3 participants from <b>BHROD - Personnel Division</b>			
5 Program Managers and Secretariat from <b>BHROD - Human Resource Development Division</b>			



Annex F.1

**LIST OF PARTICIPANTS**

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

**Finalization Writeshop of the Draft OHRA Guidelines**  
June 24-27, 2025  
within Baguio

No.	NAME	POSITION	OFFICE CO/RO/SDO
<b>Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</b>			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
2 participants from <b>Office of the Undersecretary for HROD</b>			
2 participants from <b>BHROD – Office of the Director</b>			
3 participants from <b>BHROD – Personnel Division (PD)</b>			
2 participants from <b>BHROD – School Effectiveness Division (SED)</b>			
5 Program Managers and Secretariat from <b>BHROD-Human Resource Development Division</b>			

Annex A.2

<b>Activity Title</b>	<b>OHRA Policy Writeshop with the RSPI NTWG</b>
<b>Schedule</b>	
Inclusive Dates	March 11 - 14, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	40 hours
<b>Participants</b>	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team
<b>Venue</b>	The Linden Suites, Ortigas Center, Pasig City
<b>Objectives</b>	To develop a draft Other Human Resource Actions (OHRA) policy/guidelines. The specific objectives are as follow: <ol style="list-style-type: none"> <li>a. Revisit the OHRA Concept Paper and legal references for the writeshop;</li> <li>b. Identify the outline and scope of the policy; and</li> <li>c. Formulate the draft guidelines on movements (Transfer, Reassignment, Detail, Designation, etc.) for Teaching, School Admin, Non-teaching, and Related-teaching DepEd Personnel</li> </ol>

**INDICATIVE PROGRAM OF ACTIVITIES:**

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
<b>DAY 1: March 11, Tuesday (First Meal: Lunch)</b>			
AM	<i>Ingress and Check-in of Participants</i>		
PM	<i>Opening Program</i> <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i> <i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i>  <i>Workshop 1: Presentation and review of the OHRA Concept Paper and legal references</i>	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee, Facilitators Participants
<b>DAY 2: March 12, Wednesday</b>			
AM	<i>Workshop 2: Discussion of Outline and Scope of the OHRA guidelines</i>	Draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Workshop 3: Drafting of OHRA Policy (groupings per assigned part)</i>  <i>Session 4: Process Checking</i>		

<b>DAY 3: March 13, Thursday</b>			
AM	(Continuation) <i>Workshop 3: Drafting of OHRA Policy (groupings per assigned part)</i>  <i>Session 5: Process Checking</i>	Draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Workshop 4: Presentation of the initial draft (by group); discussion and noting of inputs, comments, recommendations and agreements</i>	Draft OHRA Policy, comments, recommendations, agreements	HRDD Facilitators Participants
<b>DAY 4: March 14, Friday (Last Meal: Lunch)</b>			
AM	<i>Workshop 5: Revision of the initial draft based on the comments and recommendations</i>  <i>Session 6: Presentation of the revised parts, finalization of the draft policy</i>	Draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Session 5: Presentation of Ways Forward and Next Steps</i>  <i>Closing Program; Egress of Participants</i>		HRDD Organizing Committee, Participants

Annex B.2

<b>Activity Title</b>	<b>OHRA Policy Validation Workshop with Non-teaching and Related-teaching Personnel</b>
<b>Schedule</b>	
Inclusive Dates	April 1-4, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	40 hours
<b>Participants</b>	Members of Recruitment, Selection, Placement, and Induction (RSP) National Technical Working Group (RSP-NTWG); BHROD Team, identified Non-teaching and Related-teaching participants
<b>Venue</b>	Tanza Oasis Hotel, Tanza, Cavite
<b>Objectives</b>	To validate the draft OHRA Policy to DepEd Non-teaching and Related-teaching personnel. The specific objectives are as follow: <ol style="list-style-type: none"> <li>a. Present the draft OHRA Policy to the identified Non-teaching and Related-teaching personnel; and</li> <li>b. Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.</li> </ol>

**INDICATIVE PROGRAM OF ACTIVITIES:**

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
<b>DAY 1: April 1, Tuesday (First Meal: Lunch)</b>			
PM	Ingress and Check-in of Participants		
<b>DAY 2: April 2, Wednesday</b>			
AM	<i>Opening Program</i> Session 1: Preliminaries and House Rules Session 2: Presentation of updates on RSP System Session 3: Presentation of the draft OHRA Policy (focusing on Non-teaching and Related-teaching personnel)	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	Session 4: Presentation of Workshop Design, Tasking, and Instructions Workshop 1: Critiquing of the draft OHRA Policy ( <i>Breakout groups</i> ) Tasking and instructions for next day session	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
<b>DAY 3: April 3, Thursday</b>			
AM	Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations	Comments, inputs, recommendation	Participants

	<i>Process Checking</i>	on the draft handbook	
PM	<i>Session 5: Integration of gathered inputs, comments, and recommendations</i>	Revised draft OHRA Policy	HRDD Facilitators Participants
<b>DAY 4: April 4, Friday (Last Meal: Lunch)</b>			
AM	<i>Session 6: Presentation of Ways Forward and Next Steps</i>  <i>Closing Program: Egress of Participants</i>	Revised OHRA Policy	HRDD Facilitators Participants

## Annex C.2

<b>Activity Title</b>	<b>OHRA Policy Validation Workshop with Teachers</b>
<b>Schedule</b>	
Inclusive Dates	May 20-21, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	16 hours
<b>Participants</b>	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, identified Teacher participants
<b>Venue</b>	N/A ( <i>virtual</i> )
<b>Objectives</b>	To validate the draft OHRA Policy to DepEd Teaching personnel. The specific objectives are as follow: <ul style="list-style-type: none"> <li>a. Present the draft OHRA Policy to the identified Teacher participants; and</li> <li>b. Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.</li> </ul>

### INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
<b>DAY 1: May 20, Tuesday</b>			
AM	<i>Opening Program</i>  <i>Session 1:</i> Preliminaries and House Rules <i>Session 2:</i> Presentation of updates on RSP System <i>Session 3:</i> Presentation of the draft OHRA Policy (focusing on Teaching personnel)	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	<i>Session 3:</i> Presentation of Workshop Design, Tasking, and Instructions  <i>Workshop 1:</i> Critiquing of the draft OHRA Policy ( <i>Breakout groups</i> )  Tasking and instructions for next day session	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
<b>DAY 2: May 21, Wednesday</b>			
AM	<i>Workshop 2:</i> Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations  <i>Session 4: Process Checking</i>	Comments, inputs, recommendation on the draft OHRA Policy	Participants
PM	<i>Session 5:</i> Presentation of Ways Forward and Next Steps <i>Closing Program; Egress of Participants</i>	Revised draft OHRA Policy	HRDD Facilitators Participants

Annex D.2

**Activity Title**                      **OHRA Policy Validation Workshop with School Heads**

**Schedule**

Inclusive Dates                      May 22-23, 2025  
 Time/s                                      8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily  
 Duration (in hours)                      16 hours

**Participants**

Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, identified School Head participants

**Venue**

N/A (*virtual*)

**Objectives**

To validate the draft OHRA Policy to DepEd School Head participants.  
 The specific objectives are as follow:  
 a. Present the draft OHRA Policy to the identified School Head participants; and  
 b. Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.

**INDICATIVE PROGRAM OF ACTIVITIES:**

<b>TIME</b>	<b>ACTIVITY</b>	<b>EXPECTED OUTPUTS</b>	<b>IN-CHARGE</b>
<b>DAY 1: May 22, Thursday</b>			
	<i>Opening Program</i>		
AM	<i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i> <i>Session 3: Presentation of the draft OHRA Policy (focusing on School Head personnel)</i>	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	<i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i>  <i>Workshop 1: Critiquing of the draft OHRA Policy (Breakout groups)</i>  Tasking and instructions for next day session	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
<b>DAY 2: May 23, Friday</b>			
AM	<i>Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations</i>  <i>Session 4: Process Checking</i>	Comments, inputs, recommendation on the draft OHRA Policy	Participants
PM	<i>Session 5: Presentation of Ways Forward and Next Steps</i> <i>Closing Program; Egress of Participants</i>	Revised draft OHRA Policy	HRDD Facilitators Participants

Annex E.2

**Activity Title**                      **OHRA Policy Validation Workshop with Implementers**

**Schedule**

Inclusive Dates                      May 27-30, 2025  
 Time/s                                      8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily  
 Duration (in hours)                      40 hours

**Participants**                              Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); identified RO and SDO HRMOs; and BHROD Team

**Venue**                                      Within Iloilo

**Objectives**                              To validate the draft OHRA Policy to DepEd HRMOs and other implementers.

- The specific objectives are as follow:
- a. Present the draft OHRA Policy to the identified implementers;
  - b. Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.

**INDICATIVE PROGRAM OF ACTIVITIES:**

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
<b>DAY 1: May 27, Tuesday (First Meal: Lunch)</b>			
PM	<i>Ingress and Check-in of Participants</i>		
<b>DAY 2: May 28, Wednesday</b>			
AM	<i>Opening Program</i>  <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i> <i>Session 3: Presentation of the draft OHRA Policy (focusing on Non-teaching and Related-teaching personnel)</i>	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	<i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i>  <i>Workshop 1: Critiquing of the draft OHRA Policy (Breakout groups)</i>  <i>Session 4: Tasking and instructions for next day session</i>	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
<b>DAY 3: May 29, Thursday</b>			
AM	<i>Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations</i>  <i>Session 5: Process Checking</i>	Comments, inputs, recommendation on the draft OHRA Policy	Participants



PM	<i>Session 5: Integration of gathered inputs, comments, and recommendations</i>	Revised draft OHRA Policy	HRDD Facilitators Participants
<b>DAY 4: May 30, Friday (Last Meal: Lunch)</b>			
AM	<i>Session 5: Presentation of Ways Forward and Next Steps</i>  <i>Closing Program; Egress of Participants</i>	Revised draft OHRA Policy	HRDD Facilitators Participants

Annex F.2

<b>Activity Title</b>	<b>Finalization Writeshop of the draft OHRA Policy</b>
<b>Schedule</b>	
Inclusive Dates	June 24-27, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	40 hours
<b>Participants</b>	Members of Recruitment, Selection, Placement, and Induction (RSPi) National Technical Working Group (RSPi-NTWG); OUHROD and BHROD Team
<b>Venue</b>	Within Baguio
<b>Objectives</b>	To finalize the OHRA Policy/Guidelines <ul style="list-style-type: none"> <li>a. Update and finalize the draft OHRA Policy based on the gathered feedback and result from the validation workshops with teachers, school heads, non-teaching &amp; related-teaching personnel, and implementers</li> <li>b. To wrap-up OHRA activities, finalize the draft DepEd Order and identify ways forward</li> </ul>

**INDICATIVE PROGRAM OF ACTIVITIES:**

<b>TIME</b>	<b>ACTIVITY</b>	<b>EXPECTED OUTPUTS</b>	<b>IN-CHARGE</b>
<b>DAY 1: June 24, Tuesday (First Meal: Lunch)</b>			
PM	<i>Ingress and Check-in of Participants</i>		HRDD Organizing Committee Participants
<b>DAY 2: June 25, Wednesday</b>			
AM	<i>Opening Program</i>  <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i>  <i>Session 3: Presentation of validation workshops results (Teacher, School Head, Related-Teaching, and Non-Teaching positions, Implementers)</i>	Program Objectives and Directions, RSP Updates,	Participants
PM	<i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i>  <i>Workshop 1: Updating and integration of validation workshop results to the draft OHRA Policy (by group)</i>  <i>Session 4: Process Checking</i>	Tasking of pax, updated draft OHRA Policy	HRDD Facilitators Participants

<b>DAY 3: June 26, Thursday</b>			
AM	(Continuation) <i>Workshop 2: Updating and integration of validation workshop results to the draft OHRA Policy (by group)</i>	Updated draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Workshop 3: Presentation of updated draft OHRA Policy</i>  <i>Workshop 5: Discussion, finalization of agreements and integration to the final draft</i>	Finalized OHRA Policy	HRDD Facilitators Participants
<b>DAY 4: June 27, Friday (Last Meal: Lunch)</b>			
AM	<i>Session 5: Presentation of Ways Forward and Next Steps</i>  <i>Closing Program; Egress of Participants</i>		HRDD Facilitators Participants