



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

DEPED DIVISION OFFICE  
 BAGUIO CITY

**RELEASED**  
 DATE: JAN 23 2023  
 TIME: \_\_\_\_\_  
 BY: MY

January 20, 2023

DIVISION MEMORANDUM

No. 022, s. 2023

**ROLL-OUT ON THE ORIENTATION OF THE AGENCY MERIT SELECTION PLAN (MSP) AND RECRUITMENT, SELECTION AND APPOINTMENT (RSA) GUIDELINES**

To: All Public Schools District  
 Education Program Supervisors  
 Public School Heads  
 School Administrative Officers IV and II  
 HRMPSB Members and Secretariat  
 Others Concerned

1. Relative to the recently issued DepEd Order 19, s. 2022 titled Merit Selection Plan (MSP) of the Department of Education (DepEd) which aligns the Department's internal guidelines on Recruitment, Selection, and Placement, this Office will be conducting a roll-out on the aforementioned on February 8 and 9, 2023 at the PFVR Gymnasium.

2. The objective of this activity is to roll-out the new MSP and system on recruitment, selection, and placement with the provisions of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised July 2018 which is applicable to the hiring of Teacher I, Related-Teaching, Non-teaching, School Administration and promotion of Teacher.

3. The participants are the following:

Schools Division Superintendent	1
Asst. Schools Division Superintendent	1
Chief Education Supervisor	2
Public Schools District Supervisor	8
Education Program Supervisor	9
School Head	67
School Administrative Officer IV	2
School Administrative Officer II	42
Division HRMPSB members	8
Secretariat	2
<b>TOTAL</b>	<b>142</b>

4. Please see enclosure for the program design.

5. For information, guidance and compliance.

**FEDERICO P. MARTIN EdD, CEdd, CESO V**  
 Schools Division Superintendent



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Enclosure DM No. 022, s. 2023

**PROGRAM DESIGN**

<b>Time</b>	<b>Activity</b>	<b>RESPONSIBLE PERSON</b>
<b>Day 1</b>		
8:00-8:30	<b>Registration</b>	Secretariat
8:30-9:00	Preliminaries *National Anthem *Roll Call of Participants *Opening Remarks *Objectives and Expectation Setting	
9:00-10:00	<b>HR Overview</b> *HROD Framework *DepEd MSP, QS and RSA Policy Updates	ASDS (HRMPSB Chairman)
10:00-10:30	AM Snack	
10:30-12:00	*Input Session and Simulation Activity 1: <b>Publication and Posting</b>	HRMO (HRMPSB member)
12:00-1:00	Lunch	
1:00-3:00	*Input Session and Simulation Activity 1: <b>Receipt of Application Documents</b>	HRMO (HRMPSB member)
3:00-3:30	PM Snack	
3:30-5:00	*Input Session and Simulation Activity 1: <b>Initial Evaluation</b>	HRMO
<b>Day 2</b>		
8:30-8:45	Registration Management of Learning	
8:45-10:00	<b>Comparative Assessment - Teacher I &amp; Teacher Promotion</b> *Input Session and Simulation Activity *Processing and Reflection	SGOD Chief (HRMPSB member)
10:00-10:30	AM Snack	
10:30-12:00	<b>Comparative Assessment - Non-Teaching, Related-Teaching and School Administration</b> *Input Session and Simulation Activity *Processing and Reflection	AO V-Admin Services (HRMPSB member)
12:00-1:00	Lunch	
1:00-3:00	<b>Behavioral Events Interview</b> *Input Session and Simulation Activity *Processing and Reflection	AO V-Admin Services (HRMPSB member)
3:00-3:30	PM Snack	
3:30	<b>Challenges, Ways Forward and Closing</b>	Secretariat

"DepEd SDO Baguio City: We Serve, We Care."

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