



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

01 February 2023

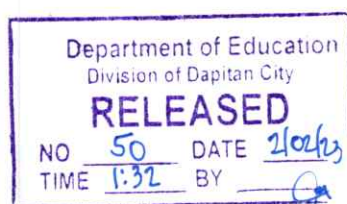
DIVISION MEMORANDUM

No. 50, s. 2023

**ORIENTATION AND SIMULATION ACTIVITIES ON AGENCY
MERIT SELECTION PLAN (MSP) AND RECRUITMENT, SELECTION, AND
APPOINTMENT (RSA) GUIDELINES FOR DIVISION SUB-COMMITTEES**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
OSDS Section Heads
All Others Concerned

1. The recruitment, selection, and placement is a core component of the overall strategic Human Resource Management and Development System of the Department of Education. It is a process where applicants are selected based on merit, competence, and fitness. Adhering to these standards in the selection of applicants, this Office will conduct an **Orientation and Simulation Activities on Agency Merit Selection Plan and Recruitment, Selection, and Appointment Guidelines for the Division Sub-committees** (date and venue will be announced later).
2. The orientation aims to capacitate the members of the sub-committees with the provisions of the new MSP-RSA aligned with ORAOHRA and PRIME-HRM systems in the appreciation of documents and assigning of points to promote efficiency and integrity of the merit and selection system.
3. Attached herewith is the Training Matrix, List of Participants, and Technical Working Group, for information of all concerned.
4. Expenses relative to the conduct of this activity shall be charged against the Division MOOE funds subject to usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.




FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

OSDS-ADMS-Memo-2023-010



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**Orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and
 Recruitment, Selection and Appointment (RSA) Guidelines for Division Sub-Committees**

Training Matrix

Day 1

Time	Activity	Responsible Person
7:30 – 8:00	Registration	
8:01-8:20	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Regional Hymn • Presentation of Participants • Welcome Remarks and Message 	Felix Romy A. Triambulo, CESO V ASDS
8:21 – 8:40	Management of Learning (Pre-Test)	Michelle V. Torres, EdD SEPS-HRDD
8:41 - 9:30	HR Overview <ul style="list-style-type: none"> • HROD framework • DepEd MSP, QS & RSA Policy Updates 	Rosalio B. Conturno, Jr. PhD OIC-ASDS
9:31 – 9:45	Health Break	
9:46 – 12:00	Session 1: Receipt of Application Documents Simulation, Processing and Reflection	Cynthia O. Dalman AO IV-HRMO
12:00 – 1:00	Lunch Break	
1:01 – 3:00	Session 2: Initial Evaluation Simulation, Processing and Reflection	Catherine V. Acoymo AO II
3:01 – 3:15	Health Break	
3:16 – 5:00	Session 3: Comparative Assessment-Teacher I Simulation, Processing and Reflection	Germanico C. Malacat EPS-MAPEH

Day 2

Time	Activity	Responsible Person
7:30 – 8:00	Management of Learning	
8:01-10:00	Session 4: Comparative Assessment-NTRTSA Simulation, Processing and Reflection	Geordito T. Olario AO V Rosalio B. Conturno, Jr. PhD OIC-ASDS
10:01 – 10:15	Health Break	
10:16 – 12:00	Session 5: Behavioral Events Interview Simulation, Processing and Reflection	Sherlito E. Sagapsapan CES-SGOD
12:01 – 1:00	Lunch Break	
1:01 – 1:20	Management of Learning (Post-Test)	Michelle V. Torres, EdD SEPS-HRDD
1:21 – 2:00	Closing Program <ul style="list-style-type: none"> • Ways forward • Announcements • Message of Inspiration • Distribution of Certificates 	Rosalio B. Conturno, Jr. PhD OIC-ASDS Felix Romy A Triambulo, CESO V SDS





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**LIST OF PARTICIPANTS FOR THE ORIENTATION AND SIMULATION ACTIVITIES
 ON AGENCY MERIT SELECTION PLAN (MSP) AND RECRUITMENT, SELECTION,
 AND APPOINTMENT (RSA) GUIDELINES FOR DIVISION SUB-COMMITTEES**

SDO over-all process observer: Felix Romy A. Triambulo, CESO V
 Schools Division Superintendent

District	Process Observer	Name
Barcelona District		1. Germanico C. Malacat (HRMPSB Member, NEU Rep. 2 nd Level)
Baylimango District		2. Sherlito E. Sagapsapan (HRMPSB Member)
Dapitan City Central District		3. Geordito T. Olario (HRMPSB Member)
Potungan District		4. OIC-ASDS Rosalio B. Conturno, Jr. (HRMPSB, Chair)
		5. Catherine V. Acoymo (HRMPSB Member, NEU Rep. 1 st Level)
Sulangon District		6. Cynthia O. Dalman (HRMPSB Member) 7. Michelle V. Torres (HRD)
SDO Over-all Secretariat	8. Junnefe C. Jaralve (HRMPSB Secretary)	

Over-all SDO Sub-committee Chair: Dr. Ella Grace M. Tagupa
 CID - Chief

District	Elementary	Secondary
Barcelona District	1. Jimmy B. Gahuman	1. Jephone P. Yorong
	2. Marlyn Esmade	2. Leah B. Acoymo
	3. Gilyn Gallemitt	3. Emmanuel A. Verano
	4. Jerry Jerome Galota	4. Caridad G. Ibañez
	5. Leonor G. Empeynado	5. Joseph D. Quimiguing
	6. Sarah A. Desuacido	
Secretariat:	Charmaine Marie S. Cagandahan	
Baylimango District	1. Joy I. Cagbabanua	1. Ann J. Agda
	2. Lindo O. Adasa	2. Joffrey Malana
	3. Genelyn M. Dabodabo	3. Roel Camazo
	4. Lyra L. Balladares	4. Hazel Adasa
	5. Josefa S. Jumuad	5. Lerma L. Galleposo
	6. Arlyn Rendon	
	7. Mariola O. Agum	
Secretariat:	Lora Wenella Amores	



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Dapitan City Central District	1. Elsa Q. Aranas 2. Ma. Perga A. Cadiente 3. Rizza A. Daboda 4. Belen R. Talic 5. Lorena G. Dimasuhid 6. Nora B. Carollo 7. Marilyn P. Cagaanan	1. Esmeralda A.mBagaipo 2. JR Simed Joseph B. Saguin 3. Julie Ann G. Lacay 4. Aloha R. Lear 5. July G. Saguin
Secretariat:	Jidelle G. Garcia	
Potungan District	1. Florence S. Santiago 2. Jose C. Overa 3. Jocelyn Acorin 4. Camila Jeanette J. Debaloy 5. Analiza A. Bagarinao 6. Marife G. Florida 7. Teresita J. Cainta	1. Vicente Jose V. Suarez II 2. Rey I. Jatico 3. Ligaya B. Empeynado 4. Emerita C. Acoymo 5. Marjorie D. Malana
Secretariat:	Jill Filse J. Sellote	
Sulangon District	1. Luna Luz B. Racho 2. Cristina Z. Villoria 3. Bobbie Gurabot 4. Mercidita Obnimaga 5. Genevieve C. Bael 6. Rosie Malacat 7. Ma. Fe M. Navaro	1. Jerry Perong 2. Weny Amores 3. Joseph D. Baes 4. Judicel C. Abayon 5. Evelyn E. Acaylar
Secretariat:	Jhonalyn D. Macapañas	

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