



April 11, 2023

**Division Memorandum**

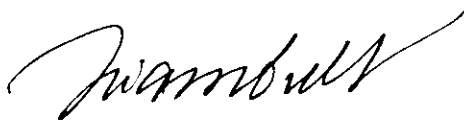
No. 82, s.2023

**DIVISION ORIENTATION AND SIMULATION ACTIVITIES ON THE AGENCY  
MERIT SELECTION PLAN (MSP) AND RECRUITMENT, SELECTION  
AND APPOINTMENT (RSA) GUIDELINES**

To:

Assistant Schools Division Superintendent )  
Chief Education Supervisors ) SGOD, CID  
EPS and PSDS )  
**All School Heads** ) **Public ES, JHS, SHS**  
Others Concerned )  
This Division )

1. This Division shall be conducting its **Division Orientation and Simulation Activities on the Agency Merit and Selection Plan (MSP) and Recruitment, Selection and Appointment (RSA) Guidelines** on April 17-19, 2023. The venue of this event has yet to be arranged.
2. Participants to this activity are all public-school heads, assistant principals and identified Division personnel. This activity aims to orient all participants on the newly approved DepEd MSP and RSA to enhance understanding and strengthen practices of the HRMO and members of the HRMPSB including sub-committees towards competency-based strategic human resource management and development.
3. Above-mentioned participants are required to register on or before Friday, April 14, 2023 at the Division Cashier's Office in the amount of P1,500 to cover meals and snacks for 3 days. For school heads and assistant participants, this amount may be charged against school MOOE while those of the personnel from the Division Office including the supplies and other incidental expenses, against DO MOOE subject to the usual accounting and auditing rules and procedures.
4. In view of the recent reported case of COVID 19 in the city, all those who are involved in this activity are reminded that strict Health and Safety Protocols (HSP) shall be instituted in the venue.
5. Attached are copies of the list of participants to this activity and its training matrix for reference and guidance.
6. For information and strict compliance.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

Attn.: As mentioned

djusav/DIO/sgod  
/April 11, 2023





**ANNEX A: LIST OF PARTICIPANTS**

<b>SCHOOL HEADS</b>			
1	PEDRITA H. BALDOZA	44	OSCAR L. ARUELO
2	SHIRLEY P. SUMUGAT	45	TERESITA T. ALCANTARA
3	GEMMA A. ALOTA	46	ELMER S. GALANG
4	EDSEL A. LAROT	47	ELIZER S. CAPAROSO
5	ZOLAIKA L. SUMUSOD	48	RENE V. PUERTO
6	EDMAR A. SAMSON	49	CRISANTA C. YCOT
7	REYNALYN B. PASGALA	50	ANIE ROSE F. MELENDRES
8	LENIE P. MARQUEZ	51	JANET T. CORDOVA
9	SATURNINO D. ESPAÑOL	52	SHERWIN P. AMORES
10	WINEFREDO N. MABINI	53	ROMULO C. ESCULTOS, JR.
11	SHEILA B. LEONARDO	54	RAMIL P. VILLAREAL
12	MARILYN L. AMORES	55	ERNILO C. DOMINGO
13	CRESTINA T. PAROT	56	JESSEVIC D. BOLORON
14	ALNA A. LASALA	57	MARIA NANETTE M. BAÑARES
15	RODEL C. LEYSON	58	AUGUSTO T. GAVENIA
16	FE A. BIBANCO	59	ALBERTA S. ORTEGA
17	JERYL M. CASILAO	60	CONCEPCION B. DELA CRUZ
18	ELMER E. BUTAC	61	RONALD S. SAPONG
19	JONEL D. MARIBAO	62	CARMAE JOY. T. ARUELO
20	BABAI M. PANIOROTAN	63	ROMEL B. PUEBLAS
21	VALERIANO V. BARTE	64	ARNOLD C. CABANTUG
22	CHERRY F. ANITO	65	VIRGILIA Z. ANGHAD
23	ADELFA EMERALD D. MACAUMBANG	66	NILO N. VIADOR
24	LEILA Y. ABAYON	67	FERDINAND Q. ORIGENES
25	MERLIE SOPHIA A. TIGAM	68	JUN I. LEBUNFACIL
26	ANNABELLE C. ESPINOSA	69	JAPHET B. MONSION
27	WILFRED HOPE D. DAVID	70	JAHARIA W. MOHAMMAD
28	DOMIE C. MATA, JR.	71	REYDENTHOR L. SIRAD
29	AGUSTIN D. GALLEGOS	72	CLIFFORD AIKE M. ELIS
30	MA. ALITA T. CEÑO	73	ADRIANNE JAN T. LAYUGUE
31	FE M. BUTAC	74	JUNARD L. LLAGAS
32	RONALD O. UY	75	GUALBERTO V. CANOY JR.
33	HERWENA R. ALCOSEBA	76	MARY ANN M. DURAN
34	DULCE AMOR. A. GALVEZ	77	CHRISTIAN RAINIE Z. ANGHAD
35	SONIA A. FLORES	78	ALLAN M. GANDALIAO
36	MILAFEL P. ALMAZAN	79	JUVY P. MUNDO
37	FERNANDO S. BANGAYSISO	80	ANALYN C. ANTALAS
38	LALAIN R. BONILLA	81	JOFREY L. TUGAHAN
39	ELSA A. CLAROS	82	GLORIA V. PABINGWIT
40	MERCEDITA A. ORDENIZA	83	LUCILA H. PENALES
41	GRACE D. MARQUEZ	84	PENELOPE V. ROMANILLOS
42	ALMINDA C. ANTALAS	85	NONA J. ONG
43	EVELYN M. VALDEZ	86	NATIVIDAD B. AUXTERO





<b>DIVISION OFFICE PERSONNEL</b>			
<b>OSDS and OASDS</b>		<b>SGOD</b>	
1	SDS Felix Romy A. Triambulo, CESO V	1	CEPS SGOD Ma. Madelene P. Mituda
2	ASDS Ma. Colleen L. Emoricha	2	EPS Sanny Boy I. Asim
3	AO V Emilia O. Zozobrado	3	SEPS-SMME Locke D. Jusay
4	HRMO Carlos M. Fuerzas, Jr.	4	EPS II Honey Cher L. Altubar
5	AOII Divine Grace O. Baluyot	5	NURSE II Lucile Cagoco
6	AO II Cheryl B. Pacatang		
7	AO II Judith Mirasol A. Daan		
<b>CID</b>			
1	CEPS CID Ma. Diosa Z. Peralta		
2	EPS Serapion P. Cabatingan, Jr.		
3	EPS Dexter Jones D. Fiel		
4	EPS Jusere Ann C. Basaya		
5	EPS Domingo D. Ompoco, Jr		
6	EPS Araceli G. Cagadas		
7	EPS Jovita S. Dugenia		
8	EPS Hubert E. Patriarca		
9	EPS Salem T. Uyag		
10	EPS Cynthia A. Cartojano		
11	EPS James E. Marquez		
12	PSDS Raquel R. Yap		
13	PSDS Aleen Zinnia A. Pancho		
14	PSDS Ludy P. Detalla		
15	PSDS Thais A. Tardo		
16	PSDS Eimie T. Aruelo		
17	PSDS Jocelyn T. Perez		
18	PSDS Juanito N. Cantila, Jr.		
19	PSDS Janet S. Negoso		
20	PSDS Theresa C. Tarranza		
21	PSDS Bernardino E. Alviar		
22	ADA VI Kent Garry G. Oberes		





**ANNEX B: MATRIX OF ACTIVITIES**

**DIVISION ORIENTATION AND SIMULATION ACTIVITIES ON THE AGENCY MERIT SELECTION PLAN (MSP)  
 AND RECRUITMENT, SELECTION AND APPOINTMENT (RSA) GUIDELINES  
 APRIL 17- 19, 2023 @ 4<sup>TH</sup> FLOOR ONE CECELIA BUILDING PAGADIAN CITY**

**APRIL 17, 2023 ( MONDAY)**

<b>Time</b>	<b>Activity/Topics Discussed</b>	<b>Person/s Responsible</b>
7:30 - 8:00 am	Arrival/Settling of the Participants	FMT
8:01-8:30 am	<b>Opening Program</b> Philippine National Anthem Prayer Pagadian City Hymn  <b>Acknowledgment of Participants</b> (Attendance Check)  <b>Welcome Remarks</b>  <b>Message</b>  <b>Presentation of House Rules</b>  <b>Presentation of Facilitators and Participants</b>	Audio-Visual Presentation    <b>Dr. Ma. Colleen L. Emoricha, CESO VI</b> Assistant Schools Division Superintendent  <b>Felix Romy A. Triambulo, CESO V</b> Schools Division Superintendent  <b>EPS II Honey Char Altubar</b>  <b>PSDS Eimie T. Aruelo</b>
8:31 - 9:30 am	<b>HR OVERVIEW</b> ➤ HROD Framework ➤ DepED MSP, RSP updates	Locke D. Jusay SEPS SMME
9:31-12:00 am	<b>Input Session &amp; Simulation Activity 1:</b> <b>Publication &amp; Posting</b>  <b>Processing &amp; Reflection</b>	<b>Carlos M. Fuerzas Jr.</b> <b>HRMO AO IV</b>
12:00-1:00 PM	<b>LUNCH BREAK</b>	
1:01-2:30 PM	<b>Input Session &amp; Simulation Activity 2:</b> <b>Receipts of Application of Documents</b>  <b>Processing &amp; Reflection</b>	Emilia O. Zozobrado AO V
2:31-2:46 pm	PM Snack	
2:46 - 4:30 pm	<b>Input Session &amp; Simulation Activity 3:</b> <b>Initial Evaluation</b>	





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	Processing & Reflection	Divine Grace O. Baluyot AO II
4:31-5:00 pm	Q&A/QAT&A	
	Announcement	
	Adjournment	
	Closing Prayer	

**APRIL 18, 2023 ( TUESDAY)**

Time	Activity/Topics Discussed	Person/s Responsible
7:30 - 8:00 am	Arrival/Settling of the Participants	FMT
8:30 - 12:00 am	Management of Learning	
8:30-12:00	Input Session & Simulation Activity 4: Comparative Assessment (Teacher I Position)  Processing & Reflection	DR. MADELENE P. MITUDA SGOD
12:00-1:00 PM	<b>LUNCH BREAK</b>	
1:00-4:30	Input Session & Simulation Activity 5: Comparative Assessment (NTRTSA)  Processing & Reflection	DR. MA. COLLEEN L. EMORICHA ASDS
2:31-2:46 pm	PM Snack	
4:31-5:00 pm	Q&A/QAT&A	
	Announcement	
	Adjournment	
	Closing Prayer	

**APRIL 19, 2023 ( WED)**

Time	Activity/Topics Discussed	Person/s Responsible
7:30 - 8:00 am	Arrival/Settling of the Participants	FMT
8:00 - 8:30 am	Management of Learning	
8:30-10:00	Input Session & Simulation Activity 6: Behavioral Events & Interview (BEI)	DR. EIMIE T. ARUELO PSDS





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	Processing & Reflection	
10:00-12:00	Input Session & Simulation Activity 7: Appointment & Probation	FELIX ROMY A. TRIAMBULO SDS
	Processing & Reflection	
12:00-1:00 PM	<b>LUNCH BREAK</b>	
1:00-2:30	Input Session & Simulation Activity 8: Recruitment Planning	CARLOZ M. FUERZAS JR HRMO
	Processing & Reflection	
2:31-2:46 pm	PM Snack	
4:31-5:00 pm	<b>Q&amp;A/QAT&amp;E</b>	
	<b>Announcement</b>	
	<b>Adjournment</b>	
	<b>Closing Prayer</b>	

