




Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

DIVISION MEMORANDUM

No. 113, S. 2023

TO : HRMPSB Chair and Members
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary, Junior and Senior High School Heads
Senior High School Assistant Principals
All Others Concerned

FROM :  **MARIZA S. MAGAN, Ed.D., CESO V**
Schools Division Superintendent

DATE : March 7, 2023

SUBJECT : **DIVISION ORIENTATION AND WORKSHOP OF DIVISION SELECTION COMMITTEES ON NEW AGENCY MERIT SELECTION PLAN (MSP) and RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) GUIDELINES**

1. The Schools Division of Tacloban City announces the Conduct of Division Orientation and Workshop of Division Selection Committees on the new DepEd Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines.
2. The activity aims to:
 - a. orient the participants on the new Merit Selection Plan;
 - b. strengthen understanding and practice of HRMPSB Members and Division Selection Committee through the conduct of workshop on the assessment process;
3. The expected participants of this activity are the following:
 - a. HRMPSB Members and Secretariat
 - b. Chief Education Supervisors (CID and SGOD)
 - c. Education Program Supervisors
 - d. Public Schools District Supervisors
 - e. Elementary, Junior and Senior High School Heads
 - f. Senior High School Assistant Principals





Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

4. The orientation and workshop will be on April 14, 2023 at 8:00 o'clock in the morning and venue will be announced later.
5. Annex A and B shows the schedule of the Program Activities and Confirmation of Participants respectively.
6. All participants must confirm their attendance on or before March 10, 2023 by district using the attached confirmation slip thru email at hmosdotac@deped.gov.ph or submit at the HR office. The number of confirmed participants will be the basis for the procurement of food. **SUBSTITUTION IS NOT ALLOWED.**
7. A registration fee of Four Hundred Eighty Pesos (480.00) per participants shall be collected to defray the cost of meals and other miscellaneous expenses charged to Local/School/Division MOOE. Expenses incurred shall be subject to existing budgeting, accounting and auditing rules and regulations. Payments made through check shall be made payable to DepEd Tacloban City Division.
8. Immediate dissemination of this Memorandum is desired.





Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

Annex A

**DIVISION ORIENTATION AND WORKSHOP OF DIVISION SELECTION
COMMITTEES ON NEW AGENCY MERIT SELECTION PLAN (MSP) and RECRUITMENT,
SELECTION, AND APPOINTMENT (RSA) GUIDELINES
April 14, 2023**

PROGRAM OF ACTIVITIES

<u>Morning Session</u>	ACTIVITY	Resource Speaker
8:00 – 8:30	Registration	Secretariat
8:30 – 8:55	Preliminaries <ul style="list-style-type: none">National Anthem and PrayersRoll Call of Participants	Audio-Visual Secretariat
8:45 – 8:55		
8:55 – 9:15	Message	Mariza S. Magan, Ed.D., CESO V <i>Schools Division Superintendent</i>
9:15 – 9:30	Statement of the Purpose	Mardonio B. Macapugas <i>Administrative Officer IV-HRMO</i>
9:30 – 10:30	Overview of the New Merit Selection Plan	Edgar Y. Tenasas, CESO VI <i>Asst. Schools Division Superintendent</i>
10:45 – 10:45	**Management of Learning (Pre-Test)	
10:45 – 11:30	Recruitment and Selection Process Criteria and Point System-Teacher I	Naisy M. Brosas <i>Administrative Officer II</i>
11:30 – 12:00	**Workshop	
<u>Afternoon Session</u>		
1:00 – 2:00	Criteria and Point System-Non-Teaching	Facundo G. Gamez <i>Administrative Officer IV-San Jose NHS</i>
2:00 – 3:00	Criteria and Point System-Related-Teaching	Naisy M. Brosas <i>Administrative Officer II</i>
3:00 – 4:00	Criteria and Point System-School Administration	Francisco A. Anchojas <i>Administrative Officer V-Admin</i>
4:00 – 5:00	**Workshop	





Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

Annex B

**DIVISION ORIENTATION AND WORKSHOP OF DIVISION SELECTION
COMMITTEES ON AGENCY MERIT SELECTION PLAN (MSP) and RECRUITMENT,
SELECTION, AND APPOINTMENT (RSA) GUIDELINES
April 14, 2023**

CONFIRMATION OF PARTICIPANTS

DLC NO.	SCHOOL	NAME OF PARTICIPANT	Will attend	Will not attend	Reason for not attending	SIGNATURE

