

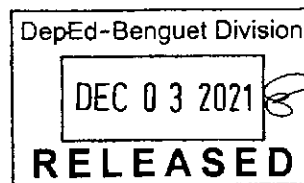


Republic of the Philippines  
**Department of Education**  
 Schools Division of Benguet

Date: December 2, 2021

Division Memo No.: 462, s 2021

TO: All Members of the HRMPSB  
 All PSDSs/Coordinating Principal  
 Subcommittee Chairperson or Member  
 Others Concerned



**RECRUITMENT, SELECTION AND PLACEMENT (RSP) CAPABILITY  
 BUILDING FOR HUMAN RESOURCE MERIT PROMOTION AND SELECTION  
 BOARD (HRMPSB)**

1. The Department of Education thru the Personnel Section and SDO HRMPSB shall conduct a capability building/training on recruitment, selection and placement to identified sub-committees on **December 6 to 10, 2021** (Batch 1 and 2) at the Ecolodge Baguio City.
2. The objectives of this training is for the sub-committee to be able;
  - a. To understand clearly the Department of Education memorandums covering the Hiring, Promotion and Ranking of qualified applicants;
  - b. To assess school applicant/s with accuracy and correctness;
  - c. To assist school heads on their capability in their roles as Chairpersons of school ranking committees and in turn orient and assist their members.
  - d. To understand and be aware on all processes of Recruitment Selection and Placement.
3. Participants to the said activity are as follows:

10 Members of the HRMPSB	8 Personnel in the Elementary including PSDS	4 Personnel in the Secondary
SDS ASDS AO V AO IV-HRMO BPSTEA President PESPA President NAPPSHI- President Level I Representative Secretariats	14 Districts	14 Districts



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet





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<b>Elementary and Secondary</b>	<b>Batch 1 December 6 to 7, 2021</b>	<b>Batch 2 December 9 to 10, 2021</b>
	Atok Itogon I Itogon II Kabayan Kapangan Kibungan Mankayan	Bakun Bokod Buguias La Trinidad Sablan Tuba Tublay

4. The Program will start at exactly 8:30 am on Day 1.
5. Each participant is to bring the following:
  - a. Laptop
  - b. Extension Cord
  - c. Copies of existing hiring and promotion guidelines.
  - d. USB or hard drive.
6. Participants are requested to fill in this link to confirm their attendance not later than December 3, 2021: [https://docs.google.com/spreadsheets/d/1724PoRwEzldUg-vqh8s\\_XcOToQtvlvMM/edit?usp=sharing&ouid=111927917301396584681&trpof=true&sd=true](https://docs.google.com/spreadsheets/d/1724PoRwEzldUg-vqh8s_XcOToQtvlvMM/edit?usp=sharing&ouid=111927917301396584681&trpof=true&sd=true)
7. Enclosure 1 will be the schedule of activities.
8. For compliance and dissemination.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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Enclosure 1

**SCHEDULE OF ACTIVITIES**

	<b>Time</b>	<b>Topics</b>	<b>In-charge/Resource Person</b>
	8:30 to 9:20 am	Registration Opening Program - Pambansang Awit - Prayer - Welcome Remarks and Message - Presentation of Participants	Secretariats  Ms. Gloria B. Buya-ao
DAY 1	9:21 to 10:00 am	Rationale and Background CSC Overview and ORA-OHRA	Ms. Susan CJ Dawang HRMO, Member
	10:30 to 11:30 am	Hiring Guidelines for Senior High School	Ms. Carmel Meris OIC – ASDS, Chairperson
	1:20 pm to 2:00 pm	DepEd 42, s. 2007	Mr. Daniel Peredo NAPSSHI President, Member
	2:10 pm to 3:10 pm	MEC 10, s. 1979	Mr. Glenn N. Duguis Admin Officer V, Member
	3: 20 to 5pm	Open Forum	Secretariat - Puriza D. Aguidang
DAY 2	9:00 am to 10:00 am	DepEd 66, s. 2007 Level 2 Teaching and Non-Teaching Related Level 2 Non-Teaching	Ms. Marilyn Tolbe BPSTEA President, Member
	10:30 to 11:30 am	Guidelines on Hiring for Elementary and JHS	Mr. Johnson Legaspi PESPA, Member
	1:20 pm to 2:00 pm	DepEd 66, s. 2007 Level 1 Non-Teaching	Mr. Francisco V. Bagul-lo, Jr. Level 1 Representative
	2:10 pm to 3:10 pm	CSC Publication and other Concerns	Ms. Maricel Codimdim
	3: 20 to 5pm	Open Forum	Secretariat - Puriza D. Aguidang
DAY 3		Workshop/ Activity	
		Quick view on the outputs	
		Closing	



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