



Republic of the Philippines
Department of Education

National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DMCT-2023-1122 NR

Office of the Schools Division
Superintendent

MEMORANDUM
No. 124, s. 2023

MAY 25 2023

ADDENDUM TO DM NO. 117, S. 2023
"ROLLOUT ON THE ORIENTATION OF NEW RECRUITMENT,
SELECTION, AND APPOINTMENT (RSA) GUIDELINES"

- To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned
1. Relative to **Division Memorandum No. 117, s. 2023** entitled **ROLLOUT ON THE ORIENTATION OF NEW RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) GUIDELINES**, participants are required to register through this link <https://tinyurl.com/2023-MSP-Rollout> not later than 12:00 noon on May 26, 2023. The link will automatically close on the said deadline.
 2. A registration fee of P 350.00, to be paid to the Division Cash Unit c/o Ms. Joiche I. Luna, Administrative Officer IV-OIC-Cash Unit. This can be charged against local school funds, subject to the usual auditing and accounting procedure.
 3. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: as stated.

To be indicated in the Perpetual of Index under the following subjects:

MERIT	RECRUITMENT
SELECTION	PROMOTION

AMF/ADDENDUM TO DM NO. 115, S. 2023 "ROLLOUT ON THE ORIENTATION OF NEW RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) GUIDELINES"
124/ May 24, 2023

NUM-2023-124



 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
Muntinlupa City
 8805-9935, 8805-9940
 sdo.muntinlupa@gmail.com





Republic of the Philippines
Department of Education

National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DIRECT-2023-290 HR

Office of the Schools Division
Superintendent

MAY 22 2023

MEMORANDUM

No. 117, s. 2023

**ROLLOUT OF THE ORIENTATION ON THE NEW RECRUITMENT,
SELECTION, AND APPOINTMENT (RSA) GUIDELINES**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Pursuant to **DepEd Order No. 07, s. 2023, "Guidelines on Recruitment, Selection and Appointment in the Department of Education"**, this Division upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability to ensure the placement of the right people for the right job at the right time. Thus, in order to respond to different challenges and opportunities while delivering quality, accessible, relevant, and liberating basic education services, SDO -Muntinlupa shall adopt a systematic and competency-based recruitment, selection, and appointment process.
2. Relative to these transitory measures, this Office hereby informs all HRMPSB members, PSDSs, EPSs, School Heads, and designated School Screening Committee that the above-captioned activity will be conducted on **May 30-31, 2023**, 8:00 a.m. - 5:00 p.m.
3. Attached herewith are the Schedule of Activities and Venues, List of Participants, and Cluster Hosts, for the information of all concerned.
4. The identified participants are requested to perform the following pre-work requirements in preparation for the simulation activities:
 - a. Read and review the CSC Memorandum Circular (MC) No.14 (QRAOHRA), DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), and DepEd Order No. 07, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education). Please download the files through this link <https://tinyurl.com/RSAROLLOUTDOCS>.
 - b. Bring laptop and extension cord to be used for the simulation activities.



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5. Wide dissemination and strict adherence to this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl.: as stated

Reference: DO no. 07, S. 2023, DO no. 19, S. 2022

To be indicated in the Perpetual of Index
under the following subjects:

RECRUITMENT
APPOINTMENT

SELECTION
MERIT

AMF/ ROLLOUT ON THE ORIENTATION OF NEW RECRUITMENT, SELECTION AND APPOINTMENT (RSA) GUIDELINES

117 / May 22, 2023

NUM-2023-117



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**ROLL OUT ON THE ORIENTATION OF THE NEW RECRUITMENT, SELECTION
AND APPOINTMENT (RSA) GUIDELINES**

PSDS In-Charge & EPS Counterpart	Schools	Date/Time/ Venue
1. Mr. Jayboy E. Evano 2. Dr. Ma. Carmen D. Solayao	1. Pedro E. Diaz High School 2. Cupang Senior High School 3. Lakeview Integrated School	May 30, 2023 Venue: Muntinlupa National High School
3. Dr. Ma. Theresa C. Dela Rosa 4. Dr. Lilibosa B. Palce	1. Itaas Elementary School 2. Tunasan National High School 3. Muntinlupa National High School	
5. Ms. Ada Trinidad A. Tagle 6. Dr. Marissa M. Andanza	1. F. De Mesa Elementary School 2. Putatan Elementary School 3. Soldiers Hills Elementary School 4. Filinvest Alabang Elementary School	
7. Ms. Alyssa V. Aventurado 8. Ma. Regale A. Olarte	1. Victoria Homes Elementary School 2. Poblacion Elementary School 3. Poblacion National High School	
9. Ms. Clarisa C. Avila 10. Dr. Armida S. Oblinada	1. Tunasan Elementary School 2. Muntinlupa Elementary School 3. Muntinlupa Science High School	
11. Dr. Yaledegler DC Maligaya 12. Dr. John Albert B. Colle	1. Sucat Elementary School SESSPAZ3 2. Sucat Elementary School SESSPAZ4 3. Sucat Elementary School-Main 4. Cupang Elementary School -Main	May 31, 2023 Venue: Sucat Elementary School
13. Dr. Mark Joseph C. Fernandez 14. Ms. Mariel Eugene L. Luna	1. Buli Elementary School 2. Muntinlupa Business High School-Main 3. Muntinlupa Business High School-Sucat Annex	
15. Dr. Ma. Myra E. Namit 16. Dr. Gina U. Urquia	1. Cupang Elementary School Annex 2. Bagong Silang Elementary School 3. Sucat Senior High School	
17. Ms. Evangeline M. Aman 18. Mr. Edizon C. Enerlas	1. Bayanan Elementary School-Main 2. Bayanan Elementary School-Unit 1 3. Alabang Elementary School	



Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Program Owner

NERISSA-ROXAS LOMEDA, PhD.
Asst. Schools Division Superintendent

Program Management Team

1. **Mrs. MA. REGAELE A. OLARTE**
Education Program Supervisor
2. **Mrs. NOEMI A. VALDEZ**
Administrative Officer V
3. **Mrs. IVY M. ROMANO**
Senior Education Program Specialist
4. Division HRMPSB

Atty. Faith Erness J. Regacho
Attorney III

Ms. Angela M. Francisco
Administrative Officer IV

Mr. Owen Earl Bautista
Teacher III
President, MunFPEST

Ms. Shiela Rose H. Bachoco
Administrative Officer II

Participants

1. Public Schools District Supervisors
2. Education Program Supervisors
3. School Screening Committee
 - a. School Head
 - b. Administrative Officer II
 - c. Faculty President
 - d. Master Teacher (Member of SSC)



**ROLLOUT OF THE ORIENTATION ON THE NEW RECRUITMENT,
SELECTION, AND APPOINTMENT (RSA) GUIDELINES**

Date of Activity: **May 30-31, 2023**

TIME	ACTIVITY	PERSON-IN-CHARGE
7:45 – 8:00 a.m.	Arrival and Registration	Ms. Shiela Rose H. Bachoco HRMPSB Secretariat
8:00 – 8:30 a.m.	• Preliminaries • Opening Prayer • Nationalistic Song	AVP
	Opening Remarks	Mrs. NOEMI A. VALDEZ Administrative Officer V
	Statement of the Purpose	Dr. NERISSA R. LOMEDA OIC-Assistant Schools Division Superintendent
	Inspirational Messages	Dr. EVANGELINE P. LADINES, CESO V Schools Division Superintendent
9:00 – 10:00 a.m.	Session 1: Publication and Posting Submission and Receipt of Applications	ANGELA M. FRANCISCO Administrative Officer IV-HRMO
10:00 – 11:30 a.m.	Session 2: Initial Evaluation of Applicant's Qualification	Dr. NERISSA R. LOMEDA OIC-Assistant Schools Division Superintendent
11:30 a.m.– 12:30 nn	Lunch Break & Health Break	
12:30 – 3:30 p.m.	Session 3: Comparative Assessment, Teaching, Non-Teaching, Related-Teaching and School Administration	Ms. Sheryl R. Castillo Administrative Officer IV-HRMO SDO-Parañaque
3:30 – 4:30 p.m.	Open Forum Closing Program	Dr. NERISSA R. LOMEDA OIC-Assistant Schools Division Superintendent
4:30 – 5:00 p.m.	Ways Forward	ANGELA M. FRANCISCO Administrative Officer IV-HRMO