



Republic of the Philippines
 Department of Education
 Region III
SCHOOLS DIVISION OF BULACAN

January 5, 2021

DIVISION MEMORANDUM

No. 003 , s. 2021

To: Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 HRMPSB Members
 All Others Concerned

**DIVISION ORIENTATION AND WORKSHOP ON THE AGENCY SELECTION/
 PROMOTION PROCESS AND CSC POLICIES ON APPOINTMENTS
 AND PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND
 EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM)**

1. Pursuant to the Rule X of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) revised 2018, this Schools Division Office will conduct an orientation and workshop on the selection/promotion process and CSC policies on appointments for the HRMPSB Members and Alternate Representatives on January 8, 2020 at 8:00-5:00 at the SDO Conference Hall. There will also be a review of the PRIME-HR.
2. This activity aims to:
 - 2.1 orient the HRMPSB on the 2017 ORAOHRA revised 2018;
 - 2.2 prepare the HRMPSB Manual which contains the salient points of the ORAOHRA and the criteria for the selection process, scores to be given to applicants for each criterion, and required documents for the selection, promotion and reclassification of teaching and teaching related, non-teaching personnel, and principals and head teachers.
 - 2.3. discuss the CSC MC No. 14, s.2020 titled "Interim Guidelines on Appointments and Other Human Resource Actions for the Period of State of Calamity Due to COVID 19 Pandemic and craft the SDO's IGAOHRA.
 - 2.4 review and assess the implementation of PRIME-HR in the SDO.
3. The participants include the following HRMPSB Chairpersons, Members, Alternate Representatives, ICTS Unit, Legal Unit, HRDS, SMME and observers:

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|-----------------------------|---|--|
| Cecilia E. Valderama, PHD | - | ASDS |
| Rowena T. Quiambao, CESE | - | ASDS |
| Gregorio C. Quinto, Jr, EDD | - | CID Chief |
| Cecilia S. Custodio, PHD | - | SGOD Chief |
| Merle M. De Jesus | - | Administrative Officer V |
| Victoria O. Madrigal | - | AO IV - Personnel Unit |
| Daniel V. Ortega, EDD | - | PSDS Group's President |
| Marilene G. Ramos | - | SDO Employees Union Representative/HRDS SEPS |
| Marissa O. Ramos | - | PSSPA President |
| Roman Carreon | - | alternate of PSSPA President |
| Anne P. Castillo | - | PESPA President |
| Rolando Caliwag | - | alternate of PESPA President |





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Enclosure No. 1 of Division Memorandum No. _____, s. 2021

MATRIX OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:15	Preliminary Activities - Pambansang Awit - Opening Prayer - SDO Bulacan March - Acknowledgment of Participants	Marilene De Guzman SGOD HRDS SEPS
8:15 – 8:25	Welcome Remarks	Gregorio C. Quinto PhD CID Chief
8:25 – 8:35	Inspirational Message	Zenia G. Mostoles EDD CESO V Schools Division Superintendent
8:35 – 8:45	Statement of Purpose of the Activity	Cecilia S. Custodio PhD SGOD Chief
8:45-9:30	2017 ORAOHRA Revised 2018	Victoria Madrigal AO IV, Personnel Unit
9:30-10:00	Interim Guidelines on Appointment and Other Human Resource Actions	Rowena T. Quiambao, CESE ASDS, HRMPSB Chairperson
10:00-10:15	Health Break	
10:15 – 11:15	DepEd Orders on Selection and Ranking of Applicants (Promotion and Reclassification)	Cecilia E. Valderama, PhD ASDS, HRMPSB Chairperson
11:15 – 12:00	PRIME - HR	Rowena T. Quiambao, CESE ASDS, HRMPSB Chairperson
12:00 – 1:00	Lunch Break	
1:00 – 1:15	Energizer	PESPA, PSSPA and BTF Presidents
1:15 – 3:00	Workshop: Preparation of the HRMPSB Manual Group 1: Teaching and Related Teaching Group (DepEd Order No. 66, s.2007) Group 2: Non-Teaching (DepEd Order No. 66, s.2007) Group 3: Principals and Head Teachers (DepEd Order No. 42, s. 2007 and DO No. 97, s. 2011) Group 4: Master Teachers (MEC Order No. 10, s. 1979) Group 5: ICTS Group Preparation of processes for online selection and ranking Observers: Secretariat:	Group 1 – Dr. Cecilia E. Valderama, Dr. Daniel Ortega, Marilene G. Ramos, Ma. Lourdes J. Patag Group 2 – Dr. Cecilia S. Custodio, Merle M. De Jesus, Ma. Jesusa V. Pampilon, Ma. Bhella S. Fajardo, Meynard Baptista, Vince Marco Tumale Group 3 – Rowena T. Quiambao, Marissa O. Ramos, Anne P. Castillo, Roman Carreon, Rolando Caliwag Group 4 – Dr. Gregorio C. Quinto, Victoria Madrigal, Dr. Nestor Lucas, Guillermo Flores, Eloisa Gravador Group 5: ICTS Unit - Richard Biglete, Justine SJ. Legaspi, John Robert DP. Tiongson Atty. Elmer D. Lopez, Marietta Gonzales Kevin D. Cabazal Karen Mineth T. Danganan
3:00-4:30	Presentation of outputs	Facilitators: ASDS Valderama and ASDS Quiambao
4:30 – 5:00	Closing program	Marilene G. Ramos SGOD HRDS SEPS





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Nestor B. Lucas, PHD	-	Bulacan Teachers Federation President
Eloisa Gravador	-	alternate of BTF President
Guillermo S. Flores	-	BPSTA President
Meynard Baptista	-	AO II
Kevin D. Cabazal	-	Secretariat
Karen Mineth T. Danganan	-	Secretariat
Richard C. Biglete	-	ITO
Justine SJ. Legaspi	-	Administrative Staff, ICTS Unit
John Robert DP. Tiongson	-	Administrative Staff, ICTS Unit
Ma. Lourdes J. Patag	-	SEPS, SMME
Ma. Bhella S. Fajardo	-	EPS, SMME
Ma. Jesusa V. Pampilon	-	EPS, HRDS
Vince Marco Tumale	-	COS
Atty. Elmer D. Lopez	-	Attorney III, Legal Unit
Marietta Gonzales	-	Observer from Provincial Capitol

4. The orientation and workshop will be facilitated by the Assistant Schools Division Superintendents who are the Chairpersons of the two HRMPSBs of this SDO and the Administrative Office IV of the Personnel Unit who is in-charge of human resource actions.
5. Participants are enjoined to follow IATF safety protocols by wearing face shields and face masks during the activity. They are likewise required to bring their laptops and extension cords.
6. Expenses incurred for the activity such as food and materials shall be charged against training funds from the Division MOOE.
7. Refer to Enclosure no. 1 for the Matrix of Activities.
8. Immediate dissemination and adherence to this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

References:

2017 ORAOHRA Revised 2018
CSC MC no. 14, s.2020
DepEd Order no. 66, s.2007
DepEd Order no. 42, s.2007
DepEd Order no. 97, s.2011
MECS Order no. 10, s.1979

