



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division of Bulacan

April 11, 2023

**DIVISION MEMORANDUM**

No. 144 s. 2023

**ORIENTATION AND PLANNING CONFERENCE ON THE IMPLEMENTATION OF  
MERIT SELECTION PLAN AND THE NEW GUIDELINES ON RECRUITMENT,  
SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Human Resource Merit Promotion and Selection Board  
All Others Concerned

1. In compliance to DepEd Order No. 19, S. 2022 on the Department of Education Merit Selection Plan, and DepEd Order No. 7, s. 2023 on the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office shall conduct an orientation and consultative meeting of the created core group of division trainers on April 17 - 18, 2023, at the SDO Conference Hall, City of Malolos.
2. The purpose of this planning meeting are as follows:
  - a. to orient the core group/pool of resource speakers on the content/guidelines of DepEd Order No. 19, s. 2022 and DepEd Order No. 7, s. 2023;
  - b. to prepare a roll-out plan for the conduct of division-wide orientation on the said DepEd Orders; and
  - c. to organize the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB).
3. Participants to this meeting include the following:

<b>Participants</b>	<b>Number</b>
Assistant Schools Division Superintendents	2
Division Chiefs	2
Public Schools District Supervisors (EDDIS Chairs)	6
Secondary School Heads (EDDIS Chairs)	6
President PASPA and PESPA	2
President of the Teaching Personnel – Elem and Sec, and Non-Teaching Personnel	3
OSDS (Legal Officer, AO V, AO IV – Personnel)	3
<b>Total</b>	<b>25</b>

4. Participants in this planning meeting are expected to do advance reading and bring a copy of the said DepEd Orders and laptop to facilitate the planning meeting with ease.
5. This Memorandum shall serve as the travel authority of concerned participants from schools.
6. Attached is Enclosure No. 1, Matrix of Activities as reference.





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7. Expenses to be incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
8. It is expected that all participants observe the minimum health standard protocols in compliance to Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines for the Management of Emerging Infectious Disease as pre-emptive interventions to combat any infectious diseases.
9. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent





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Enclosure No.1 to Division Memorandum no. 144 s. 2023

**MATRIX OF ACTIVITIES**

Day 1: April 17, 2023

TIME	ACTIVITY	PERSON-IN-CHARGE
7:00-8:00	Breakfast	
8:00-8:30	Registration	Technical Working Committee
8:30-9:30	Preliminaries	
	Acknowledgment of Participants	
	Inspirational Message	<b>NORMA P. ESTEBAN, EdD, CESO V</b> Schools Division Superintendent
	Statement of Purpose	<b>CECILIA S. CUSTODIO, PhD</b> Chief Education Program Supervisor-SGOD
9:30 -12:00	Criteria and Point System for Hiring and Promotion to School Administration (SA) Positions	<b>ZUREX T. BACAY, PhD</b> Assistant Schools Division Superintendent
	<b>WORKSHOP</b>	
12:00-1:00	Lunch Break	
1:00-5:00	Criteria and Point System for Hiring to Teacher I (Kindergarten to Grade 12) Positions	<b>CECILIA S. CUSTODIO, PhD</b> Chief-SGOD
		<b>DANIEL V. ORTEGA, EdD</b> PSDS-San Ildefonso South
	<b>CHARITO N. LAGGUI, PhD</b> Principal IV Guiguinto Central School	
	<b>WORKSHOP</b>	

Day 2: April 18, 2023

TIME	ACTIVITY	PERSON-IN-CHARGE
7:00-8:00	Breakfast	
8:00-8:30	Registration	Technical Working Committee
8:30-9:30	Preliminaries	
	Acknowledgment of Participants	
9:30 -12:00	Criteria and Point System for Hiring and Promotion to Related Teaching Positions	<b>CECILIA E. VALDERAMA, PhD</b> Assistant Schools Division Superintendent
	<b>WORKSHOP</b>	
12:00-1:00	Lunch Break	
1:00-3:00	Criteria and Point System for Hiring and Promotion to Related Non-Teaching Positions	<b>JOSEFINA S. PEDROCHE</b> Administrative Officer V
		<b>VICTORIA O. MADRIGAL</b> Administrative Officer IV-Personnel
	<b>WORKSHOP</b>	
3:00-4:30	Planning Workshop on Roll-out and Composition of HRMPSB	
4:30-5:00	Closing Remarks	<b>CECILIA E. VALDERAMA, PhD</b> Assistant Schools Division Superintendent

Technical Working Committee:

1. Marilene G. Ramos, SEPS HRD
2. Ma. Bella S. Fajardo, EPS II- HRD
3. Cecille E. Cruz, EPS II-SMME
4. Christian dela Cruz, PDO I, YFC

Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
 Website: <https://bulacandeped.com> Email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)

