



Republic of the Philippines
Department of Education
Region VI-Western Visayas

SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



AUTHORITY TO TRAVEL

CONTROL NO:

REGION VI -WESTERN VISAYAS
BUREAU/DIVISION/SCHOOL: SDO Kabankalan City

14340

Date of Filing: November 13, 2019

NAME	Position/Designation	Permanent Station
HELEN M. MAMBALOS	PSDS-Div. NEU Representative	SDO Kabankalan City
Purpose of Travel	To attend the Recruitment, Selection, Placement (RSP) Capacity Building for Human Resource Merit Promotion and Selection Board (HRMPSB)	
Activity Organized/ Sponsored By		
Period Covered	November 19-22, 2019	
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue/Destination	District 21 Hotel, Donato M. Pizon Ave., San Rafael, Mandurriao, Iloilo City	
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)	
Fund Source (Pap Code/...)	MOOE/Local Funds/BHROD-HRDD Funds	
Recommending Approval:	Approved:	
<p style="text-align: center;"><i>(on OB)</i></p> <p style="text-align: center;">PETER J. GALIMBA Asst. Schools Division Superintendent</p> Date: _____	<p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">PORTIA M. MALLORCA, CESO V Schools Division Superintendent</p> Date: _____	



DEPARTMENT OF EDUCATION
BUREAU OF HUMAN RESOURCE
AND ORGANIZATIONAL DEVELOPMENT

November 07, 2019


ADVISORY

Please be informed that the **Recruitment, Selection, Placement (RSP) Capability Building for Human Resource Merit Promotion and Selection Board (HRMPSB) for Region VI** will be held in **District 21 Hotel, Donato M. Pizon Aveue, San Rafael, Manduriao, Iloilo City** from **November 19 to 22, 2019 (inclusive of travel time)**.

The ingress and travel time for the activity will be on **November 19, 2019**, and the first provision of meals on the said day will be *Lunch*. The egress and travel time for the activity will be on **November 22, 2019**, and the last provision on the said day will be *AM Snacks*. Attached for your reference is the *Program/Schedule of Activities*.

It is also advised that the board and lodging are strictly intended for the participants only as listed in the Memorandum (DM-PHROD-2019-00853) signed by Usec. Jesus L.R. Mateo dated September 27, 2019. The accommodation of the participants' drivers, if any, shall be charged against local funds.

For your information and guidance.


JENNIFER E. LOPEZ
Education Program Supervisor
Officer-in-Charge, Office of the Director III
BHROD

[BHROD-HRDD/Sbilag]

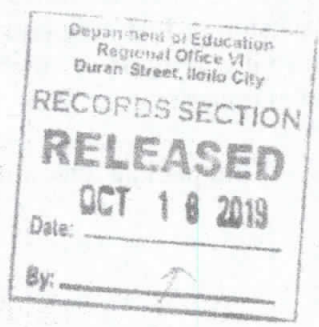
2019 100494

 <p>Republic of the Philippines Department of Education REGION VI – WESTERN VISAYAS Duran Street, Iloilo City</p>	 <p>ISO 9001:2015 CERTIFIED</p>	Document Name	RSP CB for HRMPSB
		Document No.	DepEd RO6-HRDD- RM-023
		Date Created	15/10/2019
		Revision No./Date	New
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REGIONAL MEMORANDUM
No. 915 s. 2019

TO: Schools Division Superintendents

FROM: MA. GEMMA M. LEDESMA, CESO V
Regional Director



SUBJECT: Recruitment, Selection, Placement (RSP) Capability Building for Human Resource Merit Promotion and Selection Board (HRMPSB)

1. The Department of Education, through the Bureau of Human Resource Organizational Development – Human Resource Development Division (BHROD-HRDD) shall conduct a **Recruitment, Selection, Placement (RSP) Capability Building for Human Resource Merit Promotion and Selection Board (HRMPSB) on November 19-22, 2019 (inclusive of travel time) in Iloilo City (specific venue to be announced in a separate advisory).**

2. Participants to the aforementioned activity are as follows:

Participants	Regional Office	Schools Division Office
	Position	Position
Appointing Authority	Regional Director	SDS
HRMPSB Chairperson	Assistant Regional Director	ASDS
HRMPSB Members	1. Chief, Admin. Division 2. Chief, HRDD 3. AO V for Personnel (HRMO) 4. Representative of the Accredited Employees Union	1. Chief, SGOD 2. AO V (Administrative Services Section) 3. AO IV (HRMO) 4. Representative of the Accredited Employees Union

3. The program will start at exactly 1:00pm on Day 1, and end at lunch time of Day 4.

4. Each RO/SDO is requested to bring the following:
a. laptop;
b. extension cord; and
c. copies of existing hiring and promotion guidelines.

5. Board and lodging of participants shall be charged to BHROD-HRDD Funds, while their travel expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

6. Participants are requested to confirm their attendance one (1) week before the scheduled run. To Ms. Ruby Chanda Crisostomo or Ms. Sarah Bianca Bilag through the BHROD-HRDD telephone number: (02) 470-6630 or email address: bhrod.hrdd@deped.gov.ph.

7. It is understood that in the conduct of this activity there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

8. Immediate dissemination of and appropriate action for this Memorandum is desired.

**Recruitment, Selection, Placement, and Induction (RSPI) Capability Building Program for
Human Resource Merit Promotion and Selection Board (HRMPSB)**

Time	November 19, 2019 Day 1	November 20, 2019 Day 2	November 21, 2019 Day 3	November 22, 2019 Day 4
08:00 - 10:00		<i>Management of Learning Activity</i> <i>Module 2: Structure and Processes</i> <i>Session 1: RSP Stakeholders and Roles</i>	<i>Management of Learning Activity</i> <i>Module 2: Structure and Processes</i> <i>Session 5: Hiring and Promotions Policy (Non-Teaching, Related Teaching, School Administration Positions)</i>	<i>Management of Learning Activity</i> <i>Module 3: Integration & Action Planning</i>
10:00 - 12:00		<i>Module 2: Structure and Processes</i> <i>Session 2: RSP Handbook</i>		<i>Closing Program:</i> <i>Commitment Setting</i>
01:00 - 03:00	<i>Opening Program:</i> <i>Preparing the Learning Environment</i> <i>Module 1: Principles and Perspectives</i> <i>Session 1: HR Overview</i> <i>Session 2: RSP Rationale and Road Map</i>	<i>Module 2: Structure and Processes</i> <i>Session 3: Behavioral Events Interview (BEI): A Refresher</i>	<i>Management of Learning Activity</i> <i>Module 2: Structure and Processes</i> <i>Session 6: Hiring and Promotions Policy (Teaching Positions)</i>	
03:00 - 05:00	<i>Module 1: Principles and Perspectives</i> <i>Session 3: DepEd Merit Selection Plan</i>	<i>Module 2: Structure and Processes</i> <i>Session 4: Qualification Standards and Incremental Scales</i>		