



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 075, s. 2023

May 31, 2023

**TWO-DAY ORIENTATION OF DEPED ORDER NUMBER 007, S.2023:
GUIDELINES ON SELECTION, RECRUITMENT AND APPOINTMENT IN
THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
HRMPSB Members and Alternate
Public School Heads
Public School Teachers

1. The Department of Education issued DepEd Order No. 007, s. 2023, which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to DepEd Merit Selection Plan. The issuance of the specific guidelines is necessary to ensure the placement of the right people for the right job at the right time. It is aimed at ensuring that the organization and its human resources are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education.
2. Along this line, this Office shall conduct Two-Day Orientation of DepEd Order No. 007, s. 2023: Guidelines on Selection, Recruitment and Appointment in the Department of Education on **June 13-14, 2023 at Mega's World Hotel & Function Hall, Aurora Extension, Digos City.**
3. All attendees shall follow the Minimum Public Health Standards (MPHS) like proper wearing of face mask, physical distancing, and hand hygiene (use of alcohol-based hand sanitizer).
4. The food, venue, and travelling expenses shall be charged to Division/School MOOE subject to the usual accounting rules and regulations. A registration fee of Php1,030.00 per head shall be collected for the two days orientation.
5. Attached are the List of Participants, Training Management, and the Indicative Program of Activities for ready reference.
6. For your information, guidance, and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO

OIC-Schools Division Superintendent
DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
27-102472
DATE: MAY 31 2023 TIME: 6:02 PM
BY: *[Signature]*



12/2011

LISTS OF PARTICIPANTS

1. OIC-SDS
2. ASDS
3. Division Chiefs
4. PSDSs
5. EPSs
6. HRMPSB Members and Alternate
7. Public School Heads
8. 1 Teacher per School
9. Nurses on Duty (Dhelimie Christine Peñas and Joel Gomito)
10. TWG (Jose Israel Maravilles, Regie Clemente, and Mary Ann Devalgue)

Two-Day Orientation of DepEd Order No. 007, s. 2023: Guidelines on Selection, Recruitment and Appointment in the
Department of Education
June 13-14, 2023
Mega's World Hotel & Function Hall, Aurora Extension, Digos City
Indicative Program of Activities

SCHEDULE OF ACTIVITIES PER DAY							
Time	Session Objectives	Activity/ Session	Expected Outputs	Topic/ Content	Method ology	Person Responsible	Resources Needed
Day 1 7:00-8:00	To register the participant	Registrati on	Attendance	None	None	TWG	Attendance sheets
8:00-8:30	To set the program	Opening Program	Opening of the Program	None	AVP	TWG	Laptop, projector, screen, sound system, preliminaries
8:30-8:45	To answer the pre-test to determine the prior knowledge	Pre-Test	Scores in the Pre-Test	DO No. 007, s. 2023	Multiple Choice (Pre-Test)	Division Members HRMPSB	Paper and pencil test
8:45-12:00	To discuss the Criteria and Point System for Hiring to Teacher 1 (Kindergarten to Grade 12) Positions	Lecture and Open Forum	Familiarize with the different forms	Criteria and Point System for Hiring to Teacher 1 (Kindergarten to Grade 12) Positions	Lecture	Division Members HRMPSB	Laptop, projector, screen, sound system, PPT
12:00-1:00	Lunch Break						
1:00-1:10	To set the program	Opening Program	Opening of the Program	None	AVP	TWG	Laptop, projector, screen, sound system, preliminaries
1:10-5:00	To discuss the Criteria and Point System for Hiring and Promotion to School Administration (SA) Positions	Lecture and Open Forum	Familiarize with the different forms	Criteria and Point System for Hiring and Promotion to School Administration (SA) Positions		Division Members HRMPSB	Laptop, projector, screen, sound system, PPT
Day 2 7:00-8:00	To register the participant	Registrati on	Attendance	None	None	TWG	Attendance sheets
8:00-12:00	To discuss the Criteria and Point System for Hiring and Promotion to Related-Teaching (RT) Positions	Lecture and Open Forum	Familiarize with the different forms	Criteria and Point System for Hiring and Promotion to Related-Teaching (RT) Positions		Division Members HRMPSB	Laptop, projector, screen, sound system, PPT
12:00-1:00	Lunch Break						
1:00-4:45	To discuss the Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions	Lecture and Open Forum	Familiarize with the different forms	Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions		Division Members HRMPSB	Laptop, projector, screen, sound system, PPT
4:45-4:55	To answer the post-test to determine the prior knowledge	Post-Test	Scores in the Post-Test	DO No. 007, s. 2023	Multiple Choice (Post-Test)	TWG	Paper and pencil test
4:55-5:00	Closing Program						