



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division Office of Marinduque
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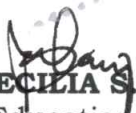
Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-026

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor, Gasan District
School Head, Tapuyan Elementary School
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

For the SDS:


MA. CECILIA S. MANAY
Chief Education Supervisor, SGOD
Officer-in-Charge

SUBJECT: **DEPED OTHER HUMAN RESOURCE ACTIONS (OHRA) POLICY-
VALIDATION AND FINALIZATION WRITESHOPS**

DATE: March 10, 2025

1. Attached is Memorandum HRDD-2025-031 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, dated March 4, 2025 titled "*DepED Other Human Resource Actions (OHRA) Policy-Validation and Finalization Writeshops*," which requests the expertise of identified teaching, teaching-related, and non-teaching personnel in the six-phase activities on the development of the DepED OHRA policy.

2. One of the activities for the said policy development is the **OHRA Policy Validation Workshop with Teachers** on **May 20-21, 2025** via **MS Teams**. As identified and endorsed by the Human Resource Development Division – MIMAROPA Region, the personnel whose details are stated below shall attend this activity:

NAME	POSITION	SCHOOL
1. Jake C. Yao	Master Teacher II	Tapuyan ES

3. The identified participant is encouraged to confirm their attendance through bit.ly/Registration-OHRA-Workshops.



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
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4. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

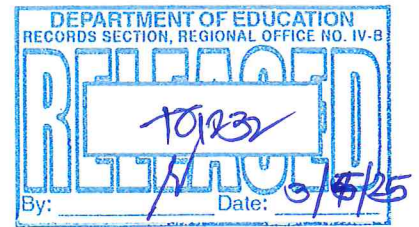
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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
HRDD-2025-031

TO : SCHOOLS DIVISION SUPERINTENDENTS
(ORIENTAL MINDORO, PALAWAN, MARINDUQUE,
OCCIDENTAL MINDORO AND CALAPAN CITY)
ALL OTHERS CONCERNED

FROM : NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

SUBJECT : DEPED OTHER HUMAN RESOURCE ACTIONS (OHRA) POLICY-
VALIDATION AND FINALIZATION WRITESHOPS

DATE : March 04, 2025

Per Memorandum DM-OUHROD-2025-0521, s. 2025, dated February 26, 2025, from the Office of the Undersecretary for Human Resource and Organizational Development, the Bureau of Human Resource and Organizational Development (BHROD), through the Human Resource Development Division (HRDD), shall conduct **DepEd Other Human Actions (OHRA) Policy Validation and Finalization Writeshops**.

These activities aim to accomplish the following:

- Revisit the OHRA Concept paper and legal references on the Department's existing policies and processes on transfer, reassignment, designation, detail, and personnel movements of teaching, non-teaching, related-teaching, and school administration positions;
- Formulate the draft OHRA Policy or guidelines on movements;
- Validate the draft policy and gather feedback, comments, and recommendations from the target/identified DepEd personnel; and
- Finalize and refine the policy based on the validation process.

Below is the lineup of six-phase activities for the development of the OHRA policy, along with identified participants from this region, venues, and dates of conduct as follows:

Title of Activity	Date	Venue	Participant/Designation/ Position	Office
1. OHRA Policy Writeshop	March 11-14, 2025	The Linden Suites	Isabelita A. Sampayan Administrative Officer V/RSPI NTWG	SDO Palawan



Address: Meralco Avenue corner St. Paul Road, Pasig City
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Website: depdmimaroparegion.ph



with RSPI NTWG		Ortigas Center, Pasig City		
2. OHRA Policy Validation Workshop with Non-teaching and Related-teaching Personnel	April 01-04, 2025	Tanza Oasis Hotel, Tanza, Cavite	Marcial M. Acha, Jr Public Schools District Supervisor	SDO Calapan City
3. OHRA Policy Validation Workshop with Teachers	May 20-21, 2025	Online MS Teams	Isabelita A. Sampayan Administrative Officer V RSPI NTWG	SDO Palawan
			Jake C. Yao Master Teacher II	Tapuyan Elementary School
4. OHRA Policy Validation Workshop with School Heads	May 22-23, 2025	Online MS Teams	Isabelita A. Sampayan Administrative Officer V RSPI NTWG	SDO Palawan
			Josie R. Panagsagan Principal IV	PG Comia Memorial National High School
5. OHRA Policy Validation Workshop with Implementers	May 27-30, 2025	Within Iloilo	Jenyl Roma D. Rodriguez Administrative Officer V OIC, Administrative Services Division	Regional Office
			Exy Carla M. Mejias Administrative Officer IV	SDO Occidental Mindoro
6. Finalization Workshop of the Draft OHRA Guidelines	June 24-27, 2025	Within Baguio	Isabelita A. Sampayan Administrative Officer V RSPI NTWG	SDO Palawan

Participants are encouraged to confirm their attendance through the following registration link: <https://bit.ly/Registration-OHRA-Workshops>. Participants are reminded to bring laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket Wi-Fi, etc.).

Participants' board and lodging, as well as travel expenses of RSPI NTWG members, shall be charged against CO 2025 GMS Current Funds, while travel expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

For further inquiries and clarification, please see the attached CO memorandum and Indicative Program of Activities, or you may contact Ms. Sarah Bianca Bilag or Ms. Carla Gob through the BHRDD-HRDD email address at bhrdd.hrdd@deped.gov.ph or telephone no. (02) 8470-6630. You may also contact Mr. Eric G. Teñoso, Education Program Supervisor, at 0927-3724039 or via email at eric.tenoso001@deped.gov.ph.

For immediate dissemination and appropriate action.



Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0521

TO : **CENTRAL OFFICE DIRECTORS**
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **DEPED OTHER HUMAN RESOURCE ACTIONS (OHRA) POLICY –**
VALIDATION AND FINALIZATION WRITESHOPS

DATE : 26 February 2025

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018, or the *2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) as amended*, and the directions of the Department of Education (DepEd) towards competency-based HR, the Bureau of Human Resource and Organizational Development, Human Resource Development Division (BHROD-HRDD) has initiated the amendment of Agency Merit Selection Plan (MSP) and align its Recruitment, Selection, Placement, and Induction (RSPI) policies, processes, and system.

After establishing its Agency MSP, hiring and appointment guidelines, as well as the anticipated implementation of the Expanded Career Progression of Teachers, Onboarding policy, and the revision of DepEd-unique Qualification Standards (QS), **the Department's existing guidelines on other human resource actions¹** needs to be updated, considering the recent developments on the RSPI system. Recognizing the need for updated and responsive guidelines, this policy shall be developed to align HR actions with the current demands and conditions involving movements of DepEd personnel.

In light of this, a six (6)-phase activities for the development of OHRA Policy shall be conducted to formulate, validate, and finalize the policy:

¹ Any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation shall be known as human resource action (CSC Memorandum Circular No. 14, s. 2018)



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 19



Title of the Activity	Date	Venue / Mode
1. OHRA Policy Writeshop with RSPI NTWG	March 11 – 14, 2025	<i>The Linden Suites, Ortigas Center, Pasig City</i>
2. OHRA Policy Validation Workshop with <i>Non-teaching and Related-Teaching Personnel</i>	April 01 – 04, 2025	<i>Tanza Oasis Hotel, Tanza, Cavite</i>
3. OHRA Policy Validation Workshop with <i>Teachers</i>	May 20 – 21, 2025	<i>Online – MS Teams</i>
4. OHRA Policy Validation Workshop with <i>School Heads</i>	May 22 – 23, 2025	<i>Online – MS Teams</i>
5. OHRA Policy Validation Workshop with <i>Implementers</i>	May 27 – 30, 2025	<i>Within Ilolio</i>
6. Finalization Workshop of the Draft OHRA Guidelines	June 24 – 27, 2025	<i>Within Baguio</i>

These activities endeavor to accomplish the following:

- d) Revisit the OHRA Concept Paper and legal references on the Department's existing policies and processes on transfer, reassignment, designation, detail, and personnel movements of teaching, non-teaching, related-teaching, and school administration positions;
- d) Formulate the draft OHRA Policy or guidelines on movements;
- d) Validate the draft policy and gather feedback, comments and recommendations from the target/identified DepEd personnel; and
- d) Finalize and refine the policy based on the validation results.

Upon its finalization, this policy aims to provide for the **parameters, mechanisms, and procedures governing the transfer, reassignment, detailing, and designation** of first and second-level employees, including second-level executive/managerial positions, in the Department. Furthermore, it aims to address the identified policy and implementation gaps involving personnel movement from one station to another, to include, among others, clarification on the definition of teacher transfer and reassignment relative to the implementation of Section 6 of the Republic Act (RA) No. 4670, otherwise known as the Magna Carta for Public School Teachers.

In view of this, your Office is requested to **authorize and ensure the participation** of the **RSPI-NTWG members** and **nominate a participant under your supervision** in the abovementioned activities.

For further guidance and information, please see the respective Annexes specifying the **list of participants** and **indicative program design** of the six (6) activities:

Specific Activity	List of Participants	Indicative Program of Activities
A. OHRA Policy Writeshop with RSPI NTWG	<i>Annex A.1</i>	<i>Annex A.2</i>
B. OHRA Policy Validation Workshop with <i>Non-</i>	<i>Annex B.1</i>	<i>Annex B.2</i>

<i>teaching and Related-Teaching Personnel</i>		
C. OHRA Policy Validation Workshop with Teachers	<i>Annex C.1</i>	<i>Annex C.2</i>
D. OHRA Policy Validation Workshop with School Heads	<i>Annex D.1</i>	<i>Annex D.2</i>
E. OHRA Policy Validation Workshop with Implementers	<i>Annex E.1</i>	<i>Annex E.2</i>
F. Finalization Workshop of the Draft OHRA Guidelines	<i>Annex F.1</i>	<i>Annex F.2</i>

Travel expenses, except for the identified RSPI NTWG Members, will be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. The provision of the first meal and last meal are indicated in *Annex B*. Other details and administrative arrangements, including the exact venue, will be announced through a separate advisory.

Board and lodging of all participants as well as the travel expenses of the RSPI NTWG and Program Management Team shall be charged against CO 2025 GMS Current Funds while the travel expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

All participants are expected to bring their laptops, as some part of the activity will be done electronically. Bringing a personal extension cord is not mandatory but ideal.

For confirmation of attendance, kindly complete the form and register through the link below (or scan the QR code):

<https://bit.ly/Registration-OHRA-Workshops>



For more information and further clarification, you may reach Ms. Sarah Bianca Bilag or Ms. Carla Gob through the BHRD-HRDD email address at bhrd.hrdd@deped.gov.ph or telephone no. (02) 8470-6630.

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OFFICE OF THE SECRETARY

Annex A.1

LIST OF PARTICIPANTS

*Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPI) System*

OHRA Policy Writeshop with the RSPI NTWG

March 11-14, 2025

The Linden Suites, Ortigas Center, Pasig City

No.	NAME	POSITION	OFFICE CO/RO/SDO
Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pellas	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
2 participants from Office of the Undersecretary for HROD			
2 participants from BHRD – Office of the Director			
3 participants from BHRD – Personnel Division (PD)			
2 participants from BHRD-School Effectiveness Division (SED)			
5 Program Managers and Secretariat from BHRD-Human Resource Development Division			

DAY 3: June 26, Thursday			
AM	(Continuation) <i>Workshop 2: Updating and integration of validation workshop results to the draft OHRA Policy (by group)</i>	Updated draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Workshop 3: Presentation of updated draft OHRA Policy</i> <i>Workshop 5: Discussion, finalization of agreements and integration to the final draft</i>	Finalized OHRA Policy	HRDD Facilitators Participants
DAY 4: June 27, Friday (Last Meal: Lunch)			
AM	<i>Session 5: Presentation of Ways Forward and Next Steps</i> <i>Closing Program; Egress of Participants</i>		HRDD Facilitators Participants

Annex F.2

Activity Title	Finalization Writeshop of the draft OHRA Policy
Schedule	
Inclusive Dates	June 24-27, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	40 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); OUHROD and BHROD Team
Venue	Within Baguio
Objectives	<p>To finalize the OHRA Policy/Guidelines</p> <ol style="list-style-type: none"> Update and finalize the draft OHRA Policy based on the gathered feedback and result from the validation workshops with teachers, school heads, non-teaching & related-teaching personnel, and implementers To wrap-up OHRA activities, finalize the draft DepEd Order and identify ways forward

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: June 24, Tuesday (First Meal: Lunch)			
PM	<i>Ingress and Check-in of Participants</i>		HRDD Organizing Committee Participants
DAY 2: June 25, Wednesday			
AM	<i>Opening Program</i> <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i> <i>Session 3: Presentation of validation workshops results (Teacher, School Head, Related-Teaching, and Non-Teaching positions, Implementers)</i>	Program Objectives and Directions, RSP Updates,	Participants
PM	<i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i> <i>Workshop 1: Updating and integration of validation workshop results to the draft OHRA Policy (by group)</i> <i>Session 4: Process Checking</i>	Tasking of pax, updated draft OHRA Policy	HRDD Facilitators Participants

PM	<i>Session 5: Integration of gathered inputs, comments, and recommendations</i>	Revised draft OHRA Policy	HRDD Facilitators Participants
DAY 4: May 30, Friday (Last Meal: Lunch)			
AM	<i>Session 5: Presentation of Ways Forward and Next Steps</i> <i>Closing Program; Egress of Participants</i>	Revised draft OHRA Policy	HRDD Facilitators Participants

Annex D.2

Activity Title	OHRA Policy Validation Workshop with School Heads
Schedule	
Inclusive Dates	May 22-23, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	16 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, identified School Head participants
Venue	N/A (virtual)
Objectives	To validate the draft OHRA Policy to DepEd School Head participants. The specific objectives are as follow: <ul style="list-style-type: none"> a. Present the draft OHRA Policy to the identified School Head participants; and b. Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: May 22, Thursday			
AM	<i>Opening Program</i> <i>Session 1:</i> Preliminaries and House Rules <i>Session 2:</i> Presentation of updates on RSP System <i>Session 3:</i> Presentation of the draft OHRA Policy (focusing on School Head personnel)	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	<i>Session 3:</i> Presentation of Workshop Design, Tasking, and Instructions <i>Workshop 1:</i> Critiquing of the draft OHRA Policy (<i>Breakout groups</i>) Tasking and instructions for next day session	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
DAY 2: May 23, Friday			
AM	<i>Workshop 2:</i> Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations <i>Session 4: Process Checking</i>	Comments, inputs, recommendation on the draft OHRA Policy	Participants
PM	<i>Session 5:</i> Presentation of Ways Forward and Next Steps <i>Closing Program; Egress of Participants</i>	Revised draft OHRA Policy	HRDD Facilitators Participants

Annex C.2

Activity Title	OHRA Policy Validation Workshop with Teachers
Schedule	
Inclusive Dates	May 20-21, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	16 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, identified Teacher participants
Venue	N/A (virtual)
Objectives	<p>To validate the draft OHRA Policy to DepEd Teaching personnel. The specific objectives are as follow:</p> <ol style="list-style-type: none"> Present the draft OHRA Policy to the identified Teacher participants; and Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: May 20, Tuesday			
AM	<i>Opening Program</i> <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i> <i>Session 3: Presentation of the draft OHRA Policy (focusing on Teaching personnel)</i>	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	<i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i> <i>Workshop 1: Critiquing of the draft OHRA Policy (Breakout groups)</i> Tasking and instructions for next day session	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
DAY 2: May 21, Wednesday			
AM	<i>Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations</i> <i>Session 4: Process Checking</i>	Comments, inputs, recommendation on the draft OHRA Policy	Participants
PM	<i>Session 5: Presentation of Ways Forward and Next Steps</i> <i>Closing Program; Egress of Participants</i>	Revised draft OHRA Policy	HRDD Facilitators Participants

	<i>Process Checking</i>	on the draft handbook	
PM	<i>Session 5: Integration of gathered inputs, comments, and recommendations</i>	Revised draft OHRA Policy	HRDD Facilitators Participants
DAY 4: April 4, Friday (Last Meal: Lunch)			
AM	<i>Session 6: Presentation of Ways Forward and Next Steps</i>	Revised OHRA Policy	HRDD Facilitators Participants
	<i>Closing Program; Egress of Participants</i>		

Annex B.2

Activity Title **OHRA Policy Validation Workshop with Non-teaching and Related-teaching Personnel**

Schedule

Inclusive Dates April 1-4, 2025
Time/s 8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours) 40 hours

Participants

Members of Recruitment, Selection, Placement, and Induction (RSPi) National Technical Working Group (RSPi-NTWG); BHRD Team, identified Non-teaching and Related-teaching participants

Venue

Tanza Oasis Hotel, Tanza, Cavite

Objectives

To validate the draft OHRA Policy to DepEd Non-teaching and Related-teaching personnel.

The specific objectives are as follow:

- Present the draft OHRA Policy to the identified Non-teaching and Related-teaching personnel; and
- Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: April 1, Tuesday (First Meal: Lunch)			
PM	<i>Ingress and Check-in of Participants</i>		
DAY 2: April 2, Wednesday			
AM	<i>Opening Program</i> <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i> <i>Session 3: Presentation of the draft OHRA Policy (focusing on Non-teaching and Related-teaching personnel)</i>	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	<i>Session 4: Presentation of Workshop Design, Tasking, and Instructions</i> <i>Workshop 1: Critiquing of the draft OHRA Policy (Breakout groups)</i> Tasking and instructions for next day session	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
DAY 3: April 3, Thursday			
AM	<i>Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations</i>	Comments, inputs, recommendation	Participants

DAY 3: March 13, Thursday			
AM	(Continuation) <i>Workshop 3</i> : Drafting of OHRA Policy (groupings per assigned part) <i>Session 5: Process Checking</i>	Draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Workshop 4</i> : Presentation of the initial draft (by group); discussion and noting of inputs, comments, recommendations and agreements	Draft OHRA Policy, comments, recommendations, agreements	HRDD Facilitators Participants
DAY 4: March 14, Friday (Last Meal: Lunch)			
AM	<i>Workshop 5</i> : Revision of the initial draft based on the comments and recommendations <i>Session 6</i> : Presentation of the revised parts, finalization of the draft policy	Draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Session 5</i> : Presentation of Ways Forward and Next Steps <i>Closing Program; Egress of Participants</i>		HRDD Organizing Committee, Participants

Annex A.2

Activity Title	OHRA Policy Writeshop with the RSPI NTWG
Schedule	
Inclusive Dates	March 11 - 14, 2025
Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	40 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team
Venue	The Linden Suites, Ortigas Center, Pasig City
Objectives	<p>To develop a draft Other Human Resource Actions (OHRA) policy/guidelines. The specific objectives are as follow:</p> <ol style="list-style-type: none"> Revisit the OHRA Concept Paper and legal references for the writeshop; Identify the outline and scope of the policy; and Formulate the draft guidelines on movements (Transfer, Reassignment, Detail, Designation, etc.) for Teaching, School Admin, Non-teaching, and Related-teaching DepEd Personnel

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: March 11, Tuesday (First Meal: Lunch)			
AM	<i>Ingress and Check-in of Participants</i>		HRDD Organizing Committee, Facilitators Participants
PM	<i>Opening Program</i> <i>Session 1: Preliminaries and House Rules</i> <i>Session 2: Presentation of updates on RSP System</i> <i>Session 3: Presentation of Workshop Design, Tasking, and Instructions</i> <i>Workshop 1: Presentation and review of the OHRA Concept Paper and legal references</i>	Program Objectives and Directions, RSP Updates; Tasking of pax	
DAY 2: March 12, Wednesday			
AM	<i>Workshop 2: Discussion of Outline and Scope of the OHRA guidelines</i>	Draft OHRA Policy	HRDD Facilitators Participants
PM	<i>Workshop 3: Drafting of OHRA Policy (groupings per assigned part)</i> <i>Session 4: Process Checking</i>		

Annex F.1

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPi) System

Finalization Writeshop of the Draft OHRA Guidelines

June 24-27, 2025

within Baguio

No.	NAME	POSITION	OFFICE CO/RO/SDO
Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
2 participants from Office of the Undersecretary for HROD			
2 participants from BHROD – Office of the Director			
3 participants from BHROD – Personnel Division (PD)			
2 participants from BHROD – School Effectiveness Division (SED)			
5 Program Managers and Secretariat from BHROD-Human Resource Development Division			

Annex E.1

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPi) System

OHRA Policy Validation Workshop with Implementers

May 27-30, 2025

within Iloilo

No.	NAME	POSITION	OFFICE CO/RO/SDO
5 Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Janice Gamalong	Supervising Administrative Officer	Region XI
2	Amiel Garque	Public Schools Division Superintendent	Guimaras
3	Harvie Villamor	Chief Education Supervisor	Region VIII
4	Menchie Kubayashi	Administrative Officer V	Pasig City
5	Arvin Purisima	Administrative Officer V	Pangasinan II
20 identified implementers (HRMOs)			
Region		Participants	
I, III, VII, X, VIII, CARAGA (1 representative per identified region)		RO HRMO	
CAR, II, NCR, V, IX, XI (1 representative per identified SDO) SDO Mt. Province SDO Quirino SDO Quezon City SDO Camarines Sur SDO Zamboanga Del Nore SDO Compostela Valley		SDO HRMO	
IV-A, IV-B, VI, XII RO IV-A and SDO Batangas RO IV-B and SDO Palawan RO VI and SDO Iloilo RO XII and SDO South Cotabato (2 representatives – RO + SDO)		(1) RO HRMO and (1) SDO HRMO	
2 participants from BHRD – Office of the Director			
3 participants from BHRD - Personnel Division			
5 Program Managers and Secretariat from BHRD - Human Resource Development Division			

Annex D.1

OHRA Policy Validation Workshop with School Heads

May 22-23, 2025

MS Teams

No.	NAME	POSITION	OFFICE CO/RO/SDO
Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
16 identified School Head participants (1 representative per region)			
Region		School Head Participants	
NCR, IV-B, VIII, IX, Caraga		Junior High School	
CAR, II, IV-A, VI, X, XII		Senior High School	
I, III, V, VII, XI		Elementary School	
2 participants from Office of the Undersecretary for HROD			
1 participant from BHROD – Office of the Director			
4 Program Managers and Secretariat from BHROD-Human Resource Development Division			

Annex C.1

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSP/I) System

OHRA Policy Validation Workshop with Teachers

May 20-21, 2025

MS Teams

No.	NAME	POSITION	OFFICE CO/RO/SDO
Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
4	Harvie Villamor	Chief Education Supervisor	Region VIII
5	Janice Gamalong	Supervising Administrative Officer	Region XI
6	Amiel Garque	Public Schools Division Superintendent	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Menchie Kubayashi	Administrative Officer V	Pasig City
9	Elsa Mariano	Administrative Officer V	NCR
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
16 identified Teacher participants (1 representative per region)			
Region		Teacher Participants	
CAR, IV-B, VIII, IX, Caraga		Elementary School	
NCR, II, IV-A, VI, X, XII		Junior High School	
I, III, V, VII, XI		Senior High School	
2 participants from Office of the Undersecretary for HROD			
1 participant from BHRD – Office of the Director			
4 Program Managers and Secretariat from BHRD-Human Resource Development Division			

Annex B.1

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSP) System

OHRA Policy Validation Workshop with Non-Teaching and Related-Teaching Personnel

April 1-4, 2025

Tanza Oasis Hotel, Tanza, Cavite

No.	NAME	POSITION	OFFICE CO/RO/SDO
5 Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Harvie Villamor	Chief Education Supervisor	Region VIII
2	Janice Gamalong	Supervising Administrative Officer	Region XI
3	Amiel Garque	Public Schools Division Superintendent	Guimaras
4	Elsa Mariano	Administrative Officer V	NCR
5	Menchie Kubayashi	Administrative Officer V	Pasig City
16 identified non-teaching and related-teaching personnel participants (1 representative per region)			
Region		Participants	
CAR, VI, II, VIII, IV-A, V, X, XII		Non-Teaching Personnel (preferably Chief in the SDO/RO)	
NCR, I, III, IV-B, VII, IX, XI, Caraga		Related Teaching Personnel (preferably Supervisors-EPS/PSDS)	
1 participant from Office of the Undersecretary for HROD			
3 participants from BHROD – Office of the Director			
5 participants from BHROD Divisions			
<ul style="list-style-type: none"> • 2 participants from Personnel Division • 1 participant from School Effectiveness Division • 1 participant from Organization Effectiveness Division • 1 participant from Employee Welfare Division 			
5 Program Managers and Secretariat from BHROD - Human Resource Development Division			