



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. XII

JUN 20 2024

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. XII
TIME: 10:27

RECEIVED

By: [Signature]
Date: 24 JUN 2024 Time: 2:32 PM

MEMORANDUM
DM-OUHROD-2024-1186

TO : **ATTY. RESTY C. OSIAS**
Director IV, Bureau of Human Resource and Organizational Development

JENNIFER E. LOPEZ
Director IV, National Educators Academy of the Philippines

LEILA P. AREOLA
Director IV, Bureau of Learning Delivery

ROBERT M. AGUSTIN
Director IV, Administrative Service

ANA MARIE C. CALAPIT
Director IV, Finance Service

JASON V. MERCENE
OIC-Director IV, Public Affairs Service

ALL REGIONAL DIRECTORS
SELECTED SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **DEVELOPMENT OF DEPED ONBOARDING POLICY**

DATE : 18 June 2024

Since 2017, the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) has invested on its initiatives on competency-based Recruitment, Selection, Placement and Induction (RSPI) system by reviewing and revising several DepEd issuances on hiring and promotion to align with the Civil Service Commission (CSC) Memorandum Circular No. 14, series of 2018, or the *Omnibus Rules on Appointment and Other Human*



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 15



Certificate No. PAF 001
22 11 0081

Resource Actions (ORA OHRA) as amended, which resulted to the issuance of the enhanced DepEd Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines.

After establishing the hiring and appointment guidelines, an Onboarding Policy shall be next in line to put in place a standardized procedure in the preparation, immersion, and engagement of the appointed personnel to the organization and into their respective offices and functions. This is also in adherence to the CSC’s Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and a part of the Department’s journey in attaining PRIME-HRM Maturity Level III.

The development of this policy shall improve the effectiveness of employee job entry and enhance the mobility of employees between offices, while developing employee professionalism. This shall result in employees feeling valued, informed, connected, and committed—the essential and critical factors for a lasting, successful relationship with DepEd.

As part of the work for these initiatives, a four (4)-phase workshop for the development of Onboarding Policy shall be conducted to consult, formulate, validate, and finalize the draft policy:

Title of the Activity	Date	Venue
Focus Group Discussion and Consultation on Onboarding Policy with Incumbents and Implementers	July 9-12, 2024	Within Metro Manila
Writeshop on the Onboarding Policy with RSPI NTWG	July 23-26, 2024	Within Iloilo
Validation Workshop of the draft Onboarding Policy with Incumbents and Implementers	August 7-9, 2024	Within Davao
Refinement and Finalization of the Validated Draft Onboarding Policy	August 13-16, 2024	Within Albay

In this connection, your Office is requested to authorize and ensure the participation of the RSPI NTWG members and nominate the identified participants under your supervision in the abovementioned activities.

The **list of participants** and **indicative program of activities** are attached as *Annex A* and *Annex B*, respectively.

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 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.

For confirmation of attendance, kindly accomplish the form and register through the link below (or scan the QR code) on or before July 3, 2024.

<https://bit.ly/RegistrationOnboardingPolicy>



For more information and further clarification, you may reach Ms. Carla Gob or Ms. Ruby Chanda Crisostomo through the BHROD-HRDD email address at bhrod.hrdd@deped.gov.ph or telephone no. (02) 8470-6630.

[HRDD/ Gob]

Annex A.1

LIST OF PARTICIPANTS

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

Focus Group Discussion and Consultation on Onboarding Policy with Incumbents and Implementers

July 9 –12, 2024
within Metro Manila

No.	NAME	POSITION	OFFICE CO/RO/SDO
<i>Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</i>			
1	Janice Gamalong	Supervising Admin. Officer	Region XI
2	Amiel Garque	Public Schools District Supervisor	Guimaras
3	Jose Mariano Barril	Information Technology Officer I	Leyte
4	Elsa Mariano	Administrative Officer V	NCR
5	Arvin Purisima	Administrative Officer V	Pangasinan II
6	Menchie Kubayashi	Administrative Officer V	Pasig City
5 Program Managers and Secretariat from BHROD-Human Resource Development Division - RSP			
2 participants from BHROD – Human Resource Development Division (HRDD) RPMS, L&D			
2 participants from BHROD – Personnel Division (PD)			
1 participant from BHROD – Employee Welfare Division (EWD)			
1 participant from BHROD – Organizational Effectiveness Division (OED)			
1 participant from BHROD – School Effectiveness Division (SED)			
1 participant from NEAP			
1 representative from the RO or any one of its SDO with an established onboarding process, preferably the HRMO or HRD SEPS involved in the onboarding program/activities			
ROs I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, <u>XII</u> , XIII, CAR, NCR			

Annex A.2

LIST OF PARTICIPANTS

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

Onboarding Policy Writeshop with RSPI NTWG

July 23-26, 2024
within Iloilo

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	Harvie Villamor	Chief Education Supervisor	Region VIII
4	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
5	Janice Gamalong	Supervising Admin. Officer	Region XI
6	Arniel Garque	Public Schools District Supervisor	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Elsa Mariano	Administrative Officer V	NCR
9	Menchie Kubayashi	Administrative Officer V	Pasig City
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Sampayan	Administrative Officer V	Palawan
1 participant from Office of the Undersecretary for HROD			
1 participant from BHROD – Office of the Director			
5 Program Managers and Secretariat from BHROD-Human Resource Development Division - RSP			
2 participants from BHROD - Human Resource Development Division (HRDD) RPMS, L&D			
3 participants from BHROD – Personnel Division (PD)			
2 participants from NEAP			

Annex A.3

LIST OF PARTICIPANTS

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

Onboarding Policy Validation Workshop with Incumbents and Implementers

August 7 – 9, 2024
within Davao

No.	NAME	POSITION	OFFICE CO/RO/SDO
6 Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
12 selected incumbents (from CO, RO, and SDO)			
<ul style="list-style-type: none"> ➤ Central Office (1 representative per identified strand; preferably hired within the last 2 years) <ul style="list-style-type: none"> • Bureau of Learning Delivery • Administrative Service • Finance Service • Public Affairs Service ➤ Regional Office (1 representative per identified RO-HRDD) <ul style="list-style-type: none"> • RO I • RO VII • RO X • RO Caraga ➤ Schools Division Office (1 representative per identified SDO SGOD-HRD) <ul style="list-style-type: none"> • SDO Guimaras • SDO Mandaluyong • SDO Zamboanga • <u>SDO General Santos</u> 			
8 selected HRMOs (from RO and SDO)			
<ul style="list-style-type: none"> ➤ Regional Office (1 representative per identified RO) <ul style="list-style-type: none"> • RO III • RO VIII • RO XI ➤ Schools Division Office (1 representative per identified SDO) <ul style="list-style-type: none"> • SDO Batangas • SDO Dasmariñas City • SDO Roxas • SDO Quirino • SDO Oriental Mindoro 			
1 participant from BHROD – Office of the Director			
2 participants from BHROD – Personnel Division (PD)			
1 participant from BHROD – Employee Welfare Division (EWD)			
5 Program Managers and Secretariat from BHROD-Human Resource Development Division			

Annex A.4

LIST OF PARTICIPANTS

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

Refinement and Finalization of the Validated Draft Onboarding Policy

August 13 – 16, 2024
within Albay

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	Harvie Villamor	Chief Education Supervisor	Region VIII
4	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
5	Janice Gamalong	Supervising Admin. Officer	Region XI
6	Amiel Garque	Public Schools District Supervisor	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Elsa Mariano	Administrative Officer V	NCR
9	Menchie Kubayashi	Administrative Officer V	Pasig City
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Sampayan	Administrative Officer V	Palawan
1 participant from Office of the Undersecretary for HROD			
2 participants from BHROD – Office of the Director			
3 participants from BHROD – Personnel Division (PD)			
1 participant from BHROD – Employee Welfare Division (EWD)			
2 participants from BHROD - Human Resource Development Division (HRDD) RPMS, L&D			
5 Program Managers and Secretariat from BHROD-Human Resource Development Division			

Annex B.1

Activity Title	Focus Group Discussion and Consultation on Onboarding Policy with Incumbents and Implementers
Schedule	July 9 - 12, 2024
Inclusive Dates	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Time/s	
Duration (in hours)	32 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, selected representatives from CO/RO/SDO units
Venue	Within Metro Manila
Objectives	To gather insights and discuss the existing practices on onboarding which shall be used in the development of the Onboarding Policy. The specific objectives are as follow: <ul style="list-style-type: none"> a. Revisit current practices on onboarding of all governance levels – CO, RO, and SDO; b. Review onboarding policies/program of other agencies as references; and c. Identify the scope, structure, and outline of the Onboarding policy.

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: July 9, Tuesday (First Meal: Lunch)			
PM	Ingress and Check-in of Participants Opening Program Session 1: Preliminaries and House Rules Welcome Remarks Session 2: Priming presentation, Updates on RSP System, Instructions for the next day		HRDD Organizing Committee, Facilitators Participants
DAY 2: July 10, Wednesday			
AM	Session 3: Preliminaries, Energizer Session 4: Recapitulation from the priming session, Presentation of Workshop Design and Tasking Workshop 1: Revisiting the current practices on onboarding - break out groups (per governance level)	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Facilitators Participants

PM	<p><i>cont. Workshop 1: Revisiting the current practices on onboarding - break out groups (per governance level)</i></p> <p><i>Session 5: Presentation of Workshop 1 output</i></p>	Workshop 1 and 2 output/accomplished form	
DAY 3: July 11, Thursday			
AM	<p><i>Session 6: Benchmarking from other agencies' onboarding policy/program (presentation of CSC)</i></p> <p><i>Session 7: Presentation of Workshop 2 output</i></p>	Draft outline and scope of the onboarding policy	HRDD Facilitators Participants
PM	<p><i>Policy Agenda Setting: Main Objective/Goal of Onboarding (Entry to Exit) Role - Principles, Road Map (with guide questions)</i></p> <p><i>Workshop 2: Identifying the scope, structure, and outline of the policy and development of Onboarding Framework (what do you want to see on the onboarding policy)</i></p>	Draft outline and scope of the onboarding policy, comments, recommendations, agreements	HRDD Facilitators Participants
DAY 4: July 12, Friday (Last Meal: PM Snacks)			
AM	<p>Come up with general provisions of the policy</p> <p><i>Workshop 3: Presentation of workshop 3 output (by group); discussion and noting of inputs, comments, recommendations and agreements</i></p>	Draft outline Policy	HRDD Facilitators Participants
PM	<p><i>Session 8: Presentation of Ways Forward and Next Steps</i></p> <p><i>Closing Program</i> <i>Egress of Participants</i></p>		HRDD Facilitators Participants

Annex B.2

Activity Title	Onboarding Policy Writeshop with RSPI NTWG
Schedule	July 23 - 26, 2024
Inclusive Dates Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	32 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, selected representatives from CO/RO/SDO units
Venue	within Iloilo
Objectives	To develop the draft Onboarding Policy The specific objectives are as follow: <ol style="list-style-type: none"> a. Integrate the Onboarding Framework and inputs from the focus group discussion and consultation activity to the draft onboarding policy; b. Align the draft policy to CSC Onboarding program and PRIME-HRM Level III indicators c. Supply specific provisions on the draft Onboarding Policy

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: July 23, Tuesday (First Meal: Lunch)			
PM	Ingress and Check-in of Participants		HRDD Organizing Committee, Facilitators, Participants
	Opening Program Session 1: Preliminaries and House Rules Welcome Remarks Session 2: Priming presentation, Updates on RSP System, Instructions for the next day		
DAY 2: July 24, Wednesday			
AM	Session 3: Preliminaries, Energizer Session 4: Recapitulation from the priming session, Presentation of Workshop Design and Tasking Session 5: Presentation of output from the consultation and FGD workshop	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee, Participants

PM	<p><i>Session 6: Presentation of Workshop Design, Tasking, and Instructions</i></p> <p><i>Workshop 1: Development of the Onboarding Policy (Breakout groups)</i></p>	<p>Tasking of pax</p> <p>Initial draft Onboarding policy</p>	<p>HRDD Facilitators</p> <p>Participants</p>
DAY 3: July 25, Thursday			
AM	<p><i>cont. Workshop 1: Development of the Onboarding Policy (Breakout groups)</i></p> <p><i>Process Checking</i></p>	<p>Initial draft Onboarding policy</p>	<p>HRDD Organizing Committee</p> <p>Participants</p>
PM	<p><i>Session 7: Presentation of group outputs</i></p> <p>Presentation of the initial draft (by group); discussion and noting of inputs, comments, recommendations and agreements</p> <p><i>Workshop 2: Revision of the initial draft based on the comments and recommendations</i></p>	<p>Initial draft Onboarding policy, inputs, comments, and recommendations</p>	<p>HRDD Facilitators</p> <p>Participants</p>
DAY 4: July 26, Friday (Last Meal: PM Snacks)			
AM	<p><i>Session 8: Presentation of the revised parts, finalization of the initial draft policy</i></p>	<p>Draft Onboarding Policy</p>	<p>HRDD Facilitators</p> <p>Participants</p>
PM	<p><i>Session 9: Presentation of Ways Forward and Next Steps</i></p> <p><i>Closing Program; Egress of Participants</i></p>		

Annex B.3

Activity Title	Onboarding Policy Validation Workshop with Incumbents and Implementers
Schedule	August 7-9, 2024
Inclusive Dates Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	24 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, selected representatives from CO/RO/SDO units
Venue	within Davao
Objectives	To validate the draft Onboarding Policy to selected DepEd personnel. The specific objectives are as follow: <ul style="list-style-type: none"> a. Present the draft Onboarding Policy to the identified participants; and b. Gather feedback, comments and recommendations from the target participants.

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: August 7, Wednesday (First Meal: Lunch)			
AM	Ingress and Check-in of Participants Opening Program Session 1: Preliminaries and House Rules Welcome Remarks Session 2: Priming presentation, Updates on RSP System	Program Objectives and Directions, RSP Updates	HRDD Organizing Committee Participants
PM	Session 4: Presentation of the draft Onboarding Policy Session 5: Presentation of Workshop Design, Tasking, and Instructions Workshop 1: Review and Critiquing of the draft Onboarding Policy (Breakout groups) Tasking and instructions for next day session	Tasking of pax, Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
DAY 2: August 8, Thursday			

AM	<i>Workshop 1: Continuation of Critiquing; Accomplishing validation template</i>	Comments, inputs, recommendation on the draft Onboarding Policy	HRDD Facilitators Participants
PM	<i>Session 6: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations</i> <i>Workshop 2: Revision of the initial draft based on the comments and recommendations</i>	Refined and validated draft onboarding policy	Participants
DAY 3: August 9, Friday (Last Meal: PM Snacks)			
AM	<i>Session 7: Presentation of the revised draft of onboarding policy</i>		HRDD Facilitators Participants
PM	<i>Session 8: Presentation of Ways Forward and Next Steps</i> <i>Closing Program</i> <i>Egress of Participants</i>		

Annex B.4

Activity Title	Refinement and Finalization of the Validated Draft Onboarding Policy
Schedule	August 13 – 16, 2024
Inclusive Dates Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	32 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); OUHROD and BHROD Team
Venue	Within Albay
Objectives	To finalize the Onboarding Policy <ul style="list-style-type: none"> a. Update and finalize the draft Onboarding Policy based on the gathered feedback and result from the validation workshops with incumbents and implementers b. To wrap-up Onboarding activities, finalize the draft DepEd Order and identify ways forward

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: August 13, Tuesday (First Meal: Lunch)			
PM	<i>Ingress and Check-in of Participants</i> <i>Opening Program</i> Session 1: Preliminaries and House Rules Welcome Remarks Session 2: Priming presentation, Updates on RSP System, Instructions for the next day		HRDD Organizing Committee Participants
DAY 2: August 14, Wednesday			
AM	Session 3: Preliminaries, Energizer, Recapitulation from the priming session Session 4: Presentation of validation workshops results (<i>incumbents and implementers</i>)	Program Objectives and Directions, RSP Updates,	Participants

PM	<p><i>Session 5: Presentation of Planning Service – Policy Research and Development Division (PRDD) on Policy Writing Standards</i></p> <p><i>Session 6: Presentation of Workshop Design, Tasking, and Instructions</i></p> <p><i>Workshop 1: Updating and integration of validation workshop results to the draft Onboarding Policy (by group)</i></p> <p><i>Process Checking</i></p>	Tasking of pax, updated draft Onboarding Policy	HRDD Facilitators Participants
DAY 3: August 15, Thursday			
AM	(Continuation) <i>Workshop 2: Updating and integration of validation workshop results to the draft Onboarding Policy (by group)</i>	Updated draft Onboarding Policy	HRDD Facilitators Participants
PM	<p><i>Workshop 3: Presentation of updated draft Onboarding Policy</i></p> <p><i>Session 7: Discussion, finalization of agreements and integration to the final draft</i></p>	Finalized OHRA Policy	HRDD Facilitators Participants
DAY 4: August 16, Friday (Last Meal: PM Snacks)			
AM	<p><i>Session 8: Presentation of final draft of onboarding policy</i></p> <p><i>Session 9: Presentation of Ways Forward and Next Steps</i></p> <p><i>Closing Program</i></p>		HRDD Facilitators Participants
PM	<i>Egress of Participants</i>		