

#### Republika ng Pilipinas

# JUN 20 2024

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**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











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	July 9-12, 2024	Within Metro
Consultation on Onboarding Policy	1	Manila
with Incumbents and		
Implementers		
Writeshop on the Onboarding	July 23-26, 2024	Within Iloilo
Policy with RSPI NTWG		
Validation Workshop of the draft	August 7-9, 2024	Within Davao
Onboarding Policy with		
Incumbents and Implementers		
Refinement and Finalization of the	August 13-16, 2024	Within Albay
Validated Draft Onboarding Policy		

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.

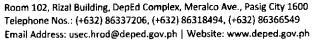
Travel expenses, except for the identified RSPI NTWG Members, will be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. The provision of first meal and last meal are indicated in *Annex B*. Other details and administrative arrangements, including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

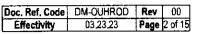
For confirmation of attendance, kindly accomplish the form and register through the link below (or scan the QR code) on or before July 3, 2024.

https://bit.ly/RegistrationOnboardingPolicy









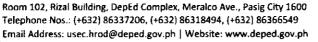




For more information and further clarification, you may reach Ms. Carla Gob or Ms. Ruby Chanda Crisostomo through the BHROD-HRDD email address at bhrod.hrdd@deped.gov.ph or telephone no. (02) 8470-6630.

[HRDD/Gob]





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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

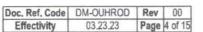
July 9 –12, 2024 within Metro Manila

No.	NAME	POSITION	OFFICE CO/RO/SDO
Recrui	itment, Selection, and Placement – Nat	tional Technical Working Group (RSP-NTWG) Me	mbers
1	1 Janice Gamalong Supervising Admin. Officer Region 2		Region XI
2	Arniel 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 Prog	gram Managers and Secretariat from Bl	HROD-Human Resource Development Division -	RSP
2 parti	cipants from BHROD – Human Resou	rce Development Division (HRDD) RPMS, L&D	
2 parti	icipants from BHROD – Personnel Div	rision (PD)	
1 parti	icipant from BHROD – Employee Welf	fare Division (EWD)	
1 parti	icipant from BHROD - Organizational	Effectiveness Division (OED)	
1 parti	icipant from BHROD - School Effectiv	reness Division (SED)	
1 parti	icipant from NEAP		





ROS I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI XII, XIII, CAR, NCR





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
Recru	uitment, Selection, and Placement – <b>Nation</b>	al Technical Working Group (RSP-NTWG) l	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 part	icipant from Office of the Undersecretary	for HROD	
1 part	ticipant from BHROD - Office of the Direct	tor	, - <u>- , </u>
5 Pro	gram Managers and Secretariat from BHRC	DD-Human Resource Development Division	- RSP
2 part	icipants from BHROD - Human Resource	Development Division (HRDD) RPMS, L&D	
3 part	icipants from BHROD – Personnel Divisio	n (PD)	· ·,
2 part	ticipants from NEAP	1.	





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

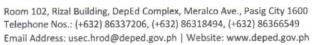
# Onboarding Policy Validation Workshop with Incumbents and Implementers

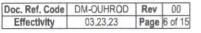
August 7 – 9, 2024 within Davao

No.	NAME	POSITION	OFFICE CO/RO/SDO
6 Recru	uitment, Selection, and Placement - Nationa	al Technical Working Group (RSP-NTWG) Me	mbers
12 sele	cted incumbents (from CO, RO, and SDO)		
>	Central Office (1 representative per identi  Bureau of Learning Delivery  Administrative Service  Finance Service  Public Affairs Service	ified strand; preferably hired within the last 2 yea	ars)
>	Regional Office (1 representative per idea  RO I  RO VII  RO X  RO Caraga	ntified RO-HRDD)	
A	Schools Division Office (1 representative  SDO Guimaras  SDO Mandaluyong  SDO Zamboanga  SDO General Santos	per identified SDO SGOD-HRD)	
8 selec	ted HRMOs (from RO and SDO)		
>	Regional Office (1 representative per idea  RO III  RO VIII  RO XI Schools Division Office (1 representative  SDO Batangas  SDO Dasmariñas City  SDO Roxas  SDO Quirino  SDO Oriental Mindoro		
1 partio	cipant from BHROD – Office of the Director	r	
2 partio	cipants from BHROD – Personnel Division	(PD)	
1 partio	cipant from BHROD – Employee Welfare D	ivision (EWD)	
5 Prog	ram Managers and Secretariat from BHROD	O-Human Resource Development Division	











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

nent, Selection, and Placement - <b>National T</b> Susan Collano  Cherry Mae Limbaco  Harvie Villamor	Schools Division Superintendent Schools Division Superintendent	Naga
Cherry Mae Limbaco		
	Schools Division Superintendent	Malaukeler
Harvie Villamor	· · · · · · · · · · · · · · · · · · ·	Malaybalay
ľ	Chief Education Supervisor	Region VIII
Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
Janice Gamalong	Supervising Admin. Officer	Region XI
Arniel Garque	Public Schools District Supervisor	Guimaras
se Mariano Barril Information Technology Officer I		Leyte
Elsa Mariano	Administrative Officer V	NCR
Menchie Kubayashi	Administrative Officer V	Pasig City
Arvin Purisima	Administrative Officer V	Pangasinan II
sabelita Sampayan	Administrative Officer V	Palawan
pant from Office of the Undersecretary for	HROD	
pants from BHROD - Office of the Director		
pants from BHROD - Personnel Division (I	(סי	
pant from BHROD – Employee Welfare Div	ision (EWD)	***************************************
pants from BHROD - Human Resource Dev	relopment Division (HRDD) RPMS, L&D	
	ose Mariano Barril  disa Mariano  Menchie Kubayashi  arvin Purisima  sabelita Sampayan  ant from Office of the Undersecretary for  mants from BHROD – Office of the Director  mants from BHROD – Personnel Division (for ant from BHROD – Employee Welfare Division from BHROD – Employee Welfare D	ose Mariano Barril Information Technology Officer I  Administrative Officer V  Administrative Officer V





**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** 

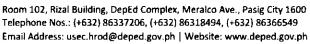
To gather insights and discuss the existing practices on onboarding which shall be used in the development of the Onboarding Policy. The specific objectives are as follow:

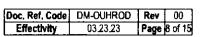
- a. Revisit current practices on onboarding of all governance levels CO, RO, and SDO;
- b. Review onboarding policies/program of other agencies as references;
- c. Identify the scope, structure, and outline of the Onboarding policy.

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







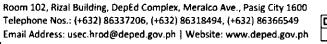


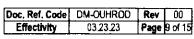


РМ	cont. Workshop 1: Revisiting the current practices on onboarding - break out groups (per governance level)  Session 5: Presentation of Workshop 1 output	Workshop 1 and 2 output/accomplished form	
DAY 3: Ju	uly 11, Thursday		
AM	Session 6: Benchmarking from other agencies' onboarding policy/program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











**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:

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

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







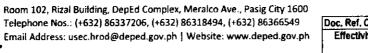
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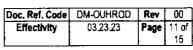


РМ	Session 6: Presentation of Workshop Design, Tasking, and Instructions  Workshop 1: Development of the Onboarding Policy (Breakout groups)	Tasking of pax Initial draft Onboarding policy	HRDD Facilitators Participants
DAY 3: Ju	uly 25, Thursday		
AM	cont. Workshop 1: Development of the Onboarding Policy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











**Activity Title** 

Onboarding Policy Validation Workshop with Incumbents and

**Implementers** 

Schedule

August 7-9, 2024

Inclusive Dates

8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily

Time/s

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:

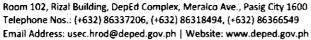
a. Present the draft Onboarding Policy to the identified participants; and

b. Gather feedback, comments and recommendations from the target

participants.

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



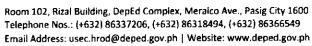


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AM	Workshop 1: Continuation of Critiquing; Accomplishing validation template	Comments, inputs, recommendation on the draft Onboarding Policy	HRDD Facilitators Participants
PM	Session 6: Presentation and discussion (per breakout group) of the gathered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





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**Activity Title** 

Refinement and Finalization of the Validated Draft Onboarding

**Policy** 

Schedule

August 13 - 16, 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); OUHROD and BHROD Team

Venue

Within Albay

**Objectives** 

To finalize the Onboarding Policy

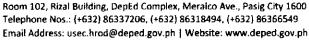
a. Update and finalize the draft Onboarding Policy based on the gathered feedback and result from the validation workshops with incumbents and implementers

b. To wrap-up Onboarding activities, finalize the draft DepEd Order and identify ways forward

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







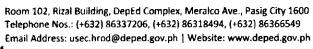
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РМ	Session 5: Presentation of Planning Service – Policy Research and Development Division (PRDD) on Policy Writing Standards  Session 6: Presentation of Workshop Design, Tasking, and Instructions  Workshop 1: Updating and integration of validation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







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