

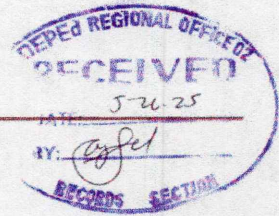


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



ADVISORY

23 May 2025

Rescheduling of OHRA Policy Validation Workshop with School Heads and Teachers

This is in reference to the issued Advisory dated 14 May 2025 and Memorandum **DM-OUHROD-2025-0512** on *DepEd Other Human Resource Actions (OHRA) Policy Validation and Finalization Writeshops* dated 26 February 2025.

Please be informed that the **OHRA Policy Validation Workshop with Teachers (Batch 1) and School Heads (Batch 2)**, originally scheduled on May 20-21, 2025, and May 22-23, 2025 respectively, are **postponed** due to the limited number of participants from various regions. This Office sincerely apologizes for the inconvenience and any disruption to the confirmed participants' schedule.

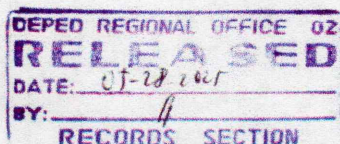
The said activities will be rescheduled on the following dates through the meeting links below:

Activity	Rescheduled Date	Platform Link (Google Meet)	Registration Link
OHRA Policy Validation Workshop with Teachers <i>Batch 1</i>	June 10-11, 2025 (Tuesday to Wednesday) 8:30 AM to 5:00 PM	https://tinyurl.com/GM-OHRAValidation-Teachers GOOGLE MEET 	https://tinyurl.com/REGIS-TER-OHRAValidate-Teachers REGISTRATION 
OHRA Policy Validation Workshop with School Heads <i>Batch 2</i>	June 24-25, 2025 (Tuesday to Wednesday) 8:30 AM to 5:00 PM	https://tinyurl.com/GMOHRAValidation-SchoolHeads GOOGLE MEET 	https://tinyurl.com/REGI-STER-OHRAValidate-SHeads REGISTRATION 

MEMORANDUM		Date: 5/30/25	Released/Records: lice
To: (✓) PSDS/DICs	(✓) Elem/Sec School Heads		
() Private Schools	() Others:		
For: (✓) Information	(✓) Dissemination		
(✓) Guidance	() Strict Compliance		
ORLANDO E. MANUEL Ph.D., CESO V Schools Division Superintendent			
By: ASDS	CID Chief	SGOD Chief	AO
Atty.	Signature: [Signature]		



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May 28, 2025

To: All Schools Division Superintendents

For information, dissemination, and appropriate action.

BENJAMIN D. PARAGAS Ph.D., CESO III
 Director IV / Regional Director

For the Regional Director:

RODERICK B. GUINUCAY

Education Program Supervisor, CLMD
 Officer-In-Charge

To ensure that the workshop remains inclusive and participatory for all intended stakeholders, **the BHROD-HRDD is inviting one (1) to two (2) teachers and school head-participants per region**, preferably those who have first-hand experience on *transfers, reassignment (reshuffling), designation, detail, and other personnel movements*. Please see updated Annex C.1. and D.1. for the *List of Participants* and Annexes C.2. and D.2 for the updated *Program of Activities*.

It is also advised that the DepEd Regional Offices nominate/update the registration of their Teacher and School Head representatives by completing the online **registration form** through the link above **on or before June 06, 2025**.

Additionally, kindly note that the identified Teachers and/or School Heads are directed to authorize their participation in the said activity. Per DepEd Order 013, s. 2024, teacher-participants who choose to participate during this period shall be entitled to Vacation Service Credits (VSCs).

To facilitate the policy review and validation process, the participants are highly encouraged to go over the **DepEd OHRA Concept Paper and other relevant references on personnel movements** in advance, which are accessible at this link:

<https://tinyurl.com/OHRAReferences-ConceptPaper>



For further questions and concerns, you may contact the RSPI Unit through bhrod.hrdd@deped.gov.ph or (02) 8470-6630.

For your guidance and appropriate action.

A handwritten signature in black ink, appearing to read "W. Cabral", written over a horizontal line.

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development

Annex C.1. of DM-OUHROD-2025-0512 (Updated):

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 Teachers
June 10-11, 2025 (Tuesday to Wednesday)
Google Meet (<https://tinyurl.com/GM-OHRAValidation-Teachers>)

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	Arniel 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
16-32 identified Teacher participants (1-2 representatives per region who have first-hand experience on teacher transfer, reassignment, designation, detail, and other personnel movements)			
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 BHROD – Office of the Director			
4 Program Managers and Secretariat from BHROD-Human Resource Development Division			

For more information and further clarification (e.g., identified participants, access to registration link, etc.), please contact the **RSPI Team of the BHROD-Human Resource Development Division** email address at bhrod.hrdd@deped.gov.ph or telephone no. **(02) 8470-6630**.



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Annex D.1. of DM-OUHROD-2025-0512 (Updated):

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 School Heads

June 24-25, 2025 (Tuesday to Wednesday)

Google Meet (<https://meet.google.com/zmb-hceq-egn>)

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	Arniel Garque	Public Schools Division Superintendent	Guimaras
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10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Samapayan	Administrative Officer V	Palawan
16-32 identified School Head participants (1-2 representatives per region who have first-hand experience on transfers, reassignment (reshuffling), designation, detail, and other personnel movements)			
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			

For more information and further clarification (e.g., identified participants, access to registration link, etc.), please contact the **RSPI Team of the BHROD-Human Resource Development Division** email address at bhrod.hrdd@deped.gov.ph or telephone no. **(02) 8470-6630**.



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Annex C.2.

PROGRAM DESIGN

OHRA Policy Validation Workshop with Teachers

June 10 to 11, 2025

Google Meet (<https://tinyurl.com/GM-OHRAValidation-Teachers>)

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 the movements of DepEd personnel.

The **OHRA Policy Validation Workshop with Teachers** aims to:

- Present the draft OHRA Policy to the identified Teachers;
- Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy; and
- Update the provisions of the draft policy according to recommendation and agreements.

TIME	ACTIVITY	EXPECTED OUTPUTS
DAY 1: June 10, 2025 (Tuesday)		
8:30 AM – 9:00 AM	Session 1: Preliminaries <ul style="list-style-type: none"> National Anthem, Prayer, Quality Policy Introduction of Participants Getting to know activity 	
9:00 AM – 9:15 AM	Session 2: Opening Remarks and Updates on the RSPI System; Process Overview of the Development of OHRA Policy	Oriented participants on the following: <ul style="list-style-type: none"> - DepEd RSPI system updates - OHRA Policy Process Overview and Context - Workshop Objectives - OHRA Policy DO Salient Features
9:15 AM – 10:00 AM	Session 2: Presentation and recall of the OHRA Concept Paper and Legal References; Consultation Workshop Outputs	
10:00 AM – 10:15 AM	Session 3: Presentation of Timeline of OHRA Activities and Workshop Design	
10:15 AM – 11:30 AM	Session 4: Presentation of the draft OHRA Policy (Outline and Salient Features)	
11:30 AM – 2:00 PM*	Session 5: Individual Reading and Review of Draft DO Session (Asynchronous)	
*12:00 PM – 1:00 PM	Lunch Break	
2:00 PM – 2:15 PM	Ice Breaker	
2:15 PM – 2:30 PM	Session 6: Tasking, and Instructions	

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)

2:30 PM onwards	Workshop 1: Review and Critiquing of the draft OHRA Policy (Breakout groups per HR action) Group 1: Transfer Group 2: Reassignment Group 3: Designation <i>**Detail and Secondment will be discussed in Plenary (Process checking and Health Break in between)</i>	Accomplished template for inputs, comments, and recommendations
DAY 2: June 11, 2025 (Wednesday)		
8:30 AM – 8:45 AM	Preliminaries, Energizer/Ice Breaker	
8:45 AM – 10:30 AM	Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations <i>Workshop 4: Process Checking</i>	Comments, inputs, recommendations on the draft OHRA Policy
10:30 AM – 12:00 PM	Workshop 3: Revision of the initial provisions based on the comments and recommendations (per breakout group) of the gathered inputs, comments, and recommendations	
12:00 PM – 1:30 PM	Lunch Break	
1:30 PM – 4:00 PM	Workshop 4: Presentation of group outputs, agreements Workshop 5: Integration of gathered inputs, comments, and recommendations (Health Break between)	
4:00 PM – 5:00 PM	Session 7: Presentation of Ways Forward and Next Steps Session 8: Closing Program; Egress of Participants	Revised OHRA Policy

[BHROD-HRDD/RSPJ]



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Annex D.2.

PROGRAM DESIGN

OHRA Policy Validation Workshop with School Heads

June 24 to 25, 2025

Google Meet (<https://tinyurl.com/GMOHRAValidation-SchoolHeads>)

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 actions²** 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.

The **OHRA Policy Validation Workshop with School Heads** aims to:

- Present the draft OHRA Policy to the identified School Heads;
- Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy; and
- Update the provisions of the draft policy according to recommendation and agreements.

TIME	ACTIVITY	EXPECTED OUTPUTS
DAY 1: June 24, 2025 (Thursday)		
8:30 AM – 9:00 AM	Session 1: Preliminaries <ul style="list-style-type: none"> National Anthem, Prayer, Quality Policy Introduction of Participants Getting to know activity 	
9:00 AM – 9:15 AM	Session 2: Opening Remarks and Updates on the RSPI System; Process Overview of the Development of OHRA Policy	Oriented participants on the following: <ul style="list-style-type: none"> - DepEd RSPI system updates - OHRA Policy Process Overview and Context - Workshop Objectives - OHRA Policy DO Salient Features
9:15 AM – 10:00 AM	Session 2: Presentation and recall of the OHRA Concept Paper and Legal References; Consultation Workshop Outputs	
10:00 AM – 10:15 AM	Session 3: Presentation of Timeline of OHRA Activities and Workshop Design	
10:15 AM – 11:30 AM	Session 4: Presentation of the draft OHRA Policy (Outline and Salient Features)	
11:30 AM – 2:00 PM*	Session 5: Individual Reading and Review of Draft DO Session (Asynchronous)	
*12:00 PM – 1:00 PM	Lunch Break	
2:00 PM – 2:15 PM	Ice Breaker	
2:15 PM – 2:30 PM	Session 6: Tasking, and Instructions	

² 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)

[BHROD-HRDD/RSPI]



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2:30 PM onwards	Workshop 1: Review and Critiquing of the draft OHRA Policy (Breakout groups per HR action) Group 1: Transfer Group 2: Reassignment Group 3: Detail and Secondment Group 4: Designation <i>(Process checking and Health Break in between)</i>	Accomplished template for inputs, comments, and recommendations
DAY 2: June 25, 2025 (Friday)		
8:30 AM – 8:45 AM	Preliminaries, Energizer/Ice Breaker	
8:45 AM – 10:30 AM	Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations <i>Workshop 4: Process Checking</i>	Comments, inputs, recommendations on the draft OHRA Policy
10:30 AM – 12:00 PM	Workshop 3: Revision of the initial provisions based on the comments and recommendations (per breakout group) of the gathered inputs, comments, and recommendations	
12:00 PM – 1:30 PM	Lunch Break	
1:30 PM – 4:00 PM	Workshop 4: Presentation of group outputs, agreements Workshop 5: Integration of gathered inputs, comments, and recommendations <i>(Health Break between)</i>	
4:00 PM – 5:00 PM	Session 7: Presentation of Ways Forward and Next Steps Session 8: Closing Program; Egress of Participants	Revised OHRA Policy

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