

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

April 4, 2024

REGIONAL MEMORANDUM

No. 357, s. 2024

To: Schools Division Superintendents
 All Others Concerned

**RELEASED OF THE DIGITAL COPY OF THE RECRUITMENT,
 SELECTION, PLACEMENT, AND INDUCTION (RSPI) HANDBOOK
 VOLUME I**

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-0533 dated March 22, 2024 signed by Hon. Wilfredo E. Cabral, Regional Director, OIC-Office of the Undersecretary for Human Resource and Organizational Development, relative to the issuance of a digital copy of a Handbook Volume I, for Recruitment, Selection, Placement and Induction (RSPI), that can be access through this link: <https://bit.ly/RSPIHandbookVolume1>, for information and guidance of all concerned.
2. Said Handbook would serve as a one-stop reference of the Human Resource Management Officers (HRMOs), Human Resource Merit Promotion and Selection Boards (HRMPSBs) and the Appointing Authorities (AAs) in all governance level in the Department on RSPI, following the procedures stipulated in Deped Order No. 7, s. 2023.
3. For immediate dissemination.

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 Director IV



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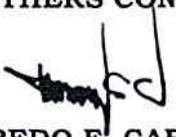
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0533

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENT

ATTN. : **MEMBERS OF THE HUMAN RESOURCE MERIT PROMOTION**
AND SELECTION BOARD (HRMPSB)
HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOS)
ALL OTHERS CONCERNED

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

SUBJECT : **RELEASE OF THE DIGITAL COPY OF THE RECRUITMENT,**
SELECTION, PLACEMENT, AND INDUCTION (RSPI) HANDBOOK
VOLUME 1

DATE : 22 March 2024

As part of the continuous provision of support and technical assistance on the implementation of the Department Order (DO) No. 007, s. 2023 entitled “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*,” the Bureau of Human Resource and Organizational Development (BHROD) through the Human Resource and Development Division (HRDD), hereby releases the digital copy of the Recruitment, Selection, Placement, and Induction (RSPI) Handbook Volume 1.

This comprehensive Handbook serves as a one-stop reference for the **Human Resource Management Officers (HRMOs)**, **Human Resource Merit Promotion and Selection Boards (HRMPSBs)**, and the **Appointing Authorities (AAs)** in all governance levels in the Department, providing the general rules, step by step instructions, and process flow of the following procedures stipulated under DO 007, s. 2023:

1. Publication and Posting of Vacancies;
2. Submission and Receipt of Applications;
3. Initial Evaluation;

4. Comparative Assessment;
5. Behavioral Events Interview;
6. Background Investigation;
7. Comparative Assessment Result; and
8. Appointment.

The handbook shall be initially distributed through the form of digital/e-copy which shall be accessible through this link and QR code:

<https://bit.ly/RSPIHandbookVolume1>



Access to the provided link and QR code is limited to users with valid DepEd email accounts. The digital version aims to provide easy access to the Handbook's contents for quick reference and utilization.

Furthermore, the official release of the physical copies of the handbook shall follow and shall be distributed to the Regional Offices (RO) and Schools Division Offices (SDOs). Each RO will be allocated one (1) physical copy of the Handbook while each SDO will be allotted five (5) physical copies. The distribution of the Handbook is scheduled to take place at the end of the second quarter of this year.

For clarification and feedback on the contents of the Handbook, you may contact the BHROD-HRDD through Ms. Carla Jane Gob or Ms. Gilyn Crisostomo at telephone no. 8470-6630 or through email address: bhrod.hrdd@deped.gov.ph.

For your information and dissemination.

Thank you.