

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 380

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOCELYN DR ANDAYA**
 Director IV

SUBJECT : **Online Orientation on the Hiring, Assessment, and Deployment of SPIMS Beneficiaries for School Year (SY) 2024-2025**

DATE : April 7, 2024

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-0636 dated April 4, 2024 signed by Hon. Wilfredo E. Cabral, Regional Director, OIC-Office of the Undersecretary for Human Resource and Organizational Development, relative to the above-captioned activity via MS Teams: <https://bit.ly/SPIMSOrientation> , for information and guidance of all concerned.

2. For immediate dissemination.



Address: 6 Misamis St., Bago Bantay, Quezon City
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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0636

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOS)**
All Others Concerned

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

SUBJECT : **ONLINE ORIENTATION ON THE HIRING, ASSESSMENT, AND**
DEPLOYMENT OF SPIMS BENEFICIARIES FOR SCHOOL YEAR
(SY) 2024-2025

DATE : 04 April 2024

In view of the issuance of DM-OUHROD-2024-0521 titled *Guidance on the Hiring, Assessment, and Deployment of SPIMS Beneficiaries for School Year (SY) 2024-2025* dated March 22, 2024, the Bureau of Human Resource and Organizational Development (BHROD) through the Human Resource and Development Division (HRDD) and School Effectiveness Division (SED) will be conducting an online orientation which aims to:

- Discuss and provide clarity and guidance on DM-OUHROD-2024-0521;
- Establish clear instructions and uniform timelines on the implementation of hiring, assessment, and deployment of SPIMS beneficiaries for SY 2024 – 2025; and
- Address concerns and queries pertaining to the said Memorandum.

In this connection, Human Resource Management Officers (HRMOs) of the Regional Office (RO) and Schools Division Office (SDO) are hereby requested to attend the said virtual orientation on 08 April 2024, via Microsoft Teams. The details of the online orientation are provided below:

Activity	Date	Participants	Platform
Online Orientation on the Hiring, Assessment, and Deployment of SPIMS Beneficiaries for SY 2024-2025	April 8, 2024 <i>Monday</i> 8:30 AM to 12:00 PM	One (1) HRMO per RO and SDO	Microsoft Teams: https://bit.ly/SPIMSOrientation

Kindly refer to **Annex A** for the *Indicative Program of Activities*. For confirmation of attendance, please accomplish the online form through this link: bit.ly/SPIMSOrientation2024 on or before **8 April 2024**.

For more information and further clarification on the online orientation, you may reach us through the BHROD-HRDD email address at bhrod.hrdd@deped.gov.ph or telephone no. (02) 8470-6630. Please look for Ms. Gilyn Crisostomo.

For your action.

Indicative Program of Activities

START	END	ACTIVITY	RESOURCE SPEAKER/FACILITATOR
8:00AM	8:30AM	Registration	<i>Participants</i>
8:30AM	8:55AM	Preliminaries <ul style="list-style-type: none"> • National Anthem • Prayer • House Norms • Recognition of Participants 	<i>Program Management Team</i>
		Welcome Remarks	Dir. Mario M. Bermudez <i>Director III, BHROD</i>
		Orientation Objectives	Ruby Chanda J. Crisostomo <i>PDO IV, BHROD-HRDD</i>
8:55AM	9:30AM	Orientation Proper <i>(Hiring & Assessment Procedures)</i>	Carla Jane E. Gob <i>PDO III, BHROD-HRDD</i>
9:30AM	9:40AM	HEALTH BREAK	
9:40AM	10:00AM	<i>[Continuation]</i> Orientation Proper <i>(Hiring & Assessment Procedures)</i>	Carla Jane E. Gob <i>PDO III, BHROD-HRDD</i>
10:00AM	10:30AM	Orientation Proper <i>(Deployment Procedures)</i>	Christopher L. Devera <i>PDO III, BHROD-SED</i>
10:30AM	11:45AM	Open Forum	<i>Program Management Team</i>
11:45AM	12:00NN	Closing Remarks	Mr. Dexter N. Pante <i>Chief, BHROD-SED</i>