



Republic of the Philippines
Department of Education

OCT 09 2012

DepEd MEMORANDUM
No. **187**, s. 2012

TOOL DEVELOPMENT FOR RECRUITMENT AND SELECTION, AND CAREER AND SUCCESSION PLANNING USING THE COMPETENCY-BASED SYSTEM (CBS) FOR NON-TEACHING PERSONNEL

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The Department of Education (DepEd) through the Staff Development Division-Human Resource Development Service (SDD-HRDS) will develop the **Competency-Based Recruitment and Selection, and Career and Succession Planning** on the following phases, dates and venues:

Phase	Date and Venue
Phase I: Tool Development Workshop <ul style="list-style-type: none">Recruitment and SelectionCareer and Succession Planning	November 6-8, 2012 Development Academy of the Philippines (DAP), Tagaytay City
Phase II: Pilot Testing and Validation Workshop (3 Batches)	National Capital Region (NCR) Region III November 26-28, 2012 GSP, Tagaytay City Regions VI and VII November 13-15, 2012 Ecotech Center, Lahug, Cebu City Regions XI and XII November 20-22, 2012 Within the area of Davao City
Phase III: Integration and Finalization Workshop	December 10-12, 2012 Girls Scout of the Philippines (GSP) Tagaytay City

2. This Project aims to:

- develop tools and align competency-based system with recruitment and selection;
- establish career development and succession planning system in the Department;
- develop recruitment and selection and career development standards and processes all job groups; and
- create alignment of all HR processes through Competency-Based System (CBS).

3. Enclosed is the list of writers, regions and participants involved during the validation and schedule of the different phases of the Project.

4. Travel and per diem of the participants who will act as validators during the Phase II validation are chargeable to local/office funds. All expenses which include travel expenses and per diem of writers for Phases I and III, facilitators and resource persons, management staff, honoraria of writers, external resource persons, facilitators, validators, supplies, materials and other incidental expenses are chargeable to Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations.

5. For more information, interested individuals may contact **Dr. Nerissa L. Losaria**, Chief or **Ms. Beth Acosta** of Staff Development Division-Human Resource Development Service (SDD-HRDS), DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 633-7237 and (02) 638-8638.

6. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
PROGRAMS
PROJECTS
WORKSHOPS

Enclosure to DepEd Memorandum No. 187, s. 2012

Phase I: Tool Development Workshop – November 6 - 8, 2012 – DAP, Tagaytay City

- Recruitment and Selection
- Career and Succession Planning

* Writers : TWG Central Office, Personnel from Civil Service Commission , NEDA and external HR consultants

Phase II: Validation/Pilot - Testing : (3 Batches)

Two (2) members of the Promotion and Selection Board (PSB) and one (1) HRMO of each of the following Regions/divisions:

- | | | |
|--------------------|--------------------------|---------------------------------|
| NCR and Reg. III | - November 26 – 28, 2012 | - GSP, Tagaytay City |
| Regions VI and VII | - November 13 – 15, 2012 | - ECOTECH, Lahug, Cebu City |
| Regions XI and XII | - November 20 – 22, 2012 | - Within the area of Davao City |

Region	Division
National Capital Region (NCR)	1. Quezon City
	2. Makati City
	3. Pasig City
	4. Mandaluyong City
	5. Muntinlupa City
	6. Las Pinas
	* 1 Representative NEU from the field
Region III	1. Bataan
	2. Cabanatuan
	3. Nueva Ecija
	4. Tarlac Province
	5. Malolos City
	6. Olongapo City
	7. Pampanga
Region VI	1. Antique
	2. Bacolod City
	3. Bago City
	4. Iloilo Province
	5. Sagay City
	6. Aklan
	7. Guimaras
Region VII	1. Cebu City
	2. Cebu Province
	3. Mandaue City
	4. Lapu-Lapu City
	5. Bohol
	6. Talisay City
	* 1 Representative NEU-CO
	1. Davao City
	2. Davao Oriental

Region XI	3. Compostela Valley
	4. Davao del Norte
	5. Panabo City
	6. Tagum City
	7. Davao del Sur
Region XII	1. Cotabato Province
	2. Sultan Kudarat
	3. Gen. Santos City
	4. Sarangani
	5. South Cotabato
	6. Koronadal City
	* 1 Representative CEU

Phase III: Integration and Finalization Workshop : December 10-12, 2012 – GSP, Tagaytay City
 Participants : TWG selected field participants, TWG Central Office, Personnel from Civil Service Commission , NEDA and external HR consultants

Next year : Roll Out and National Orientation