



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

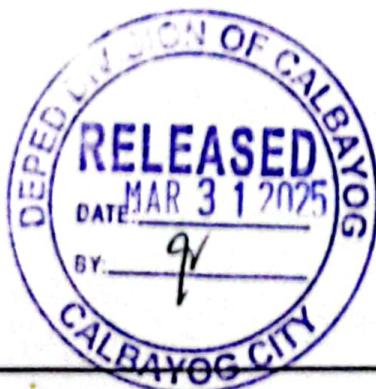
March 27, 2025

DIVISION MEMORANDUM
NO. 182, s. 2025

**RE/ORIENTATION-SEMINAR ON OMNIBUS RULES ON APPOINTMENTS
AND OTHER HUMAN RESOURCE ACTIONS AND GUIDELINES
ON RECRUITMENT, SELECTION AND APPOINTMENT
IN THE DEPARTMENT OF EDUCATION**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elem & Sec School Heads
Section/Unit Heads
All Others Concerned

1. This Office, in collaboration with the Personnel Section and the SGOD-Human Resource Development Section announces on the conduct of a Re/Orientation-Seminar on Omnibus Rules on Appointments and Other Human Resource Actions and Guidelines on Recruitment, Selection and Appointment in the Department of Education on May 5-7, 2025 to be held at Calbayog City National High School Conference Hall.
2. The objective of this activity is to re/orient school leaders and members of the HRMPSB on the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and Guidelines on Recruitment, Selection and Appointment in the Department of Education (DepEd Order No. 7, s. 2023).
3. The participants of this re/orientation-seminar are the select school leaders and HRMPSB members. Attached are the Matrix of Activities and Shortlist of Participants.
4. The expenses incurred in this activity will be charged against Division MOOE/INSET Fund, subject to accounting and budgeting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



Margarito A. Cadayona Jr.
MARGARITO A. CADAYONA JR., PhD, CESO VI
MOIC-Schools Division Superintendent
S.O. # 16 9. 2025



Re/Orientation-Seminar on Omnibus Rules on Appointments and Other Human Resource
Actions and Guidelines on Recruitment, Selection
and Appointment in the Department of Education

May 5-7, 2025

Conference Hall, Calbayog City NHS

SHORTLIST OF PARTICIPANTS

No.	Participants	No.	Participants
1	Jun-Nilou D. Dulfo	51	JOY B. SALDANA
2	Avelina P. Tupa, EdD	52	GALINA PANELA
3	Grace S. Pagunsan	53	ARNOLD JARABA
4	Jennifer C. Alvarez	54	Milaner R. Oyo-a
5	Sunshine Marjorie Ventures	55	JOSHUA SHERWIN T. LIM
6	Asther Bachar	56	MARITA SENOLOS
7	Rosalia Rivera	57	RICKY S. CANO
8	Hannah Gensis	58	NELSON BELLO
9	Dioleriano Cacaít, JR.	59	NOEL E. SAGAYAP
10	ERWIN PURCIA	60	ROMEO CASTANTE
11	GERALDINE SUMBISE	61	MARICEL ALEGRIA
12	LOURDES MATAN	62	MYRNA PECAYO
13	MERCEDITA GARCIA	63	REY NICHOLSON G. SALURIO
14	TERESA SIMON	64	RAFAEL MENTE
15	ALMACABER	65	BENJIE T. BEDUYA
16	JOSE ABON	66	RONA L. DELOS REYES
17	REYNALDO BERNALES	67	RINALYN BESO
18	BENEDICTO MIRALES	68	NORMEL JOHN MANUALES
19	NORA CAPETILLO	69	NICHOLAS TARRAYO, JR.
20	ANABELLE YANGZON	70	LORNA TARRAYO
21	NOEMI CASTANTE	71	HERMINIA S. BALANAY
22	TERESA VILLA	72	MARICEL S. CABRILLAS
23	ESTER SIOZON	73	CHINCKY F. BACULANTA
24	ELBERT ONGCAL	74	ROBERT ANTHONY YGRUBAY
25	SAMUEL REPELENTE	75	DANILO JADULCO
26	JAIME SAGAYAP, JR.	76	JOSEPHINE GALLARDO
27	ZENAIDA C. SAAVEDRA	77	PRESCILLA TAPERLA
28	NIMFA S. DOROJA	78	JOSE SAGADAL
29	LEA L. JORDAN	79	JOHN MICHALE JALAYAJAY
30	MICHALE PERNIA	80	CARLO DOINOG
31	NIEVES JAVINES	81	ROWENA L. OYO-A
32	Warlito D. Sabanao	82	JENETH ALFARO
33	RODRIGO VENTURES	83	Rhea Moraca
34	CHONAVALENZUELA	84	Ma. Delma Mateo
35	CRISANTO PACHO	85	Ma. Rachel Chavez
36	CYNTHIA PAGATPAT	86	Jobbel Belano
37	SAMILA ADVINCULA	87	May Saldaña
38	ZARRAH LLEGO	88	Jurilyn B. Pajarilla
39	SARAH DEMIT	89	AMIEL PRESADO
40	EMALYN TAN	90	Randy T. Muñoz
41	NEREFE ECLIPSE	91	Nelson Cababat
42	ANA BELLA BAJET	92	Bernard Nick Alinabon
43	NELCA CABABAT	93	NAOMI T. BANGCALE
44	LUZ T. UY	94	Rizalyn M. Marcial
45	LILIA L. ADEL		
46	CHRISTOPHER D. SALINO		
47	JUDITH FORTALEZA		
48	CLEMENS ANDRADE		
49	GENE DOMINIC GUTIEREZ		
50	Sarah Jean Cabantac		



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Enclosure No. 1 to Div. Memo No. _____, s. 2025

Seminar-Re/Orientation on Omnibus Rules on Appointments and
 Other Human Resource Actions and Guidelines on Recruitment, Selection
 and Appointment in the Department of Education
 May 5-7, 2025
 Conference Hall, Calbayog City NHS

MATRIX OF ACTIVITIES

Time	Day 1	Day 2	Day 3
7:30 a.m. - 8:30 a.m.	Arrival/Registration Secretariat/TWG	Management of Learning Secretariat/TWG	Management of Learning Secretariat/TWG
8:30 a.m. - 10:00 a.m.	Opening Program Secretariat/TWG	Session 4: ORAOHRA <ul style="list-style-type: none"> ▪ Qualification Standards ▪ Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board (HRMPSB) ▪ Certain Modes of Separation-Documents Required for Record Purposes By: Joy B. Saldana EPS-Science	Session 8: DO 7, s. 2023 <ul style="list-style-type: none"> ▪ Criteria and Point System for Hiring to Teacher 1 ▪ Criteria and Point System for Hiring and Promotion to School Administration Positions By: Grace S. Pagunsan AO V (Admin)
10:00 a.m. - 10:15 a.m.	Uninterrupted Health Break	Uninterrupted Health Break	Uninterrupted Health Break
10:00 a.m. - 12:00 nn	Session 1: ORAORAH <ul style="list-style-type: none"> ▪ General Policies on Appointment ▪ Requirements for Regular Appointment ▪ Procedures in the Preparation of Appointments By: Jun-Nilou D. Dulfo, OIC- ASDS	Session 5: DO 7, s. 2023 <ul style="list-style-type: none"> ▪ Rationale ▪ Scope ▪ Definition of Terms and Acronyms By: Anabelle O. Yangzon PSDS	Session 8: DO 7, s. 2023 <ul style="list-style-type: none"> ▪ Criteria and Point System for Hiring and Promotion to Related-Teaching Positions ▪ Criteria and Point System for Hiring and Promotion to Non-Teaching Positions By: Geraldine P. Sumbise EPS-Designate (ArPa)



12:00 nn - 1:00 pm.	Lunch Break	Lunch Break	Lunch Break
1:00 p.m. - 3:00 p.m.	<p>Session 2: ORAOHRA</p> <ul style="list-style-type: none"> ▪ Employment Status, Nature of Appointment and Other Human Resource Actions <p>By: Avelina P. Tupa OIC-Chief, SGOD</p>	<p>Session 6: DO 7, s. 2023</p> <ul style="list-style-type: none"> ▪ Policy Statement ▪ Procedures 1. Publication and Posting 2. Submission and Receipt of Application Documents 3. Initial Evaluation of the Qualifications of Applicants <p>By: Jennifer M. Alvarez HRMO</p>	<ul style="list-style-type: none"> ▪ Next Steps ▪ Agreement <p>By: Jun-Nilou D. Dulfo OIC- ASDS</p>
3:00 p.m. - 3:15 p.m.	Uninterrupted Health Break	Uninterrupted Health Break	Uninterrupted Health Break
3:15 p.m. - 5:00 p.m.	<p>Session 3: ORAOHRA</p> <ul style="list-style-type: none"> ▪ Probationary Period ▪ Effectivity and Submission of Appointments ▪ Publication and Posting of Vacant Positions <p>By: Lourdes L. Matan EPS-Filipino</p>	<p>Session 7: DO 7, s. 2023</p> <ul style="list-style-type: none"> ▪ Procedures 4. Comparative Assessment of Applicants 5. Appointment ▪ Monitoring and Evaluation <p>By: Jennifer M. Alvarez HRMO</p>	<p>Closing Program</p> <p>Secretariat/TWG</p>

Prepared by:


MARITA P. SENOLOS
SEPS (HRD)


Checked & Reviewed by:


AVELINA P. TUPA, EdD
OIC-Chief, SGOD

Recommending Approval

JUN-NILOU D. DULFO, PhD
OIC-Asst. Schools Division Superintendent

APPROVED:


MARGARITO A. CADAYONA, JR, PHD, CESO VI
OIC-Schools Division Superintendent
S.D. # 18 9. 2023

