



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

27 Mar 2024

**DIVISION MEMORANDUM**

No. **088**, s. 2024

DISSEMINATION OF DEPED MEMORANDUM DM-OUHROD-2024-0553  
(RELEASE OF THE DIGITAL COPY OF THE RECRUITMENT, SELECTION,  
PLACEMENT AND INDUCTION HANDBOOK VOLUME 1)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section/Unit Heads and Staff  
Public Elementary and Secondary School Heads

1. For the information, guidance, and appropriate action of all concerned, enclosed is a copy of DepEd Memorandum DM-OUHROD-2024-0553 dated March 22, 2024, titled **Release of the Digital Copy of the Recruitment, Selection, Placement and Induction (RSPI) Handbook Volume 1**.
2. For inquiries, contact Rehane P. Sambuto at 09385540626.
3. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

BUREAUS AND OFFICES  
COMMUNICATIONS  
CORRESPONDENCE

RPS/OSDS-PU/DM – dissemination of deped memorandum dm-ouhrod-2024-0553  
(release of the digital copy of the recruitment, selection, placement  
and induction handbook volume 1)  
0408/March 27, 2024



Republika ng Pilipinas

## Department of Education

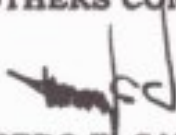
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**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](mailto:bhrod.hrdd@deped.gov.ph).

For your information and dissemination.

Thank you.