



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 8, 2022

DIVISION MEMORANDUM

No. 364, s. 2022

**CONDUCT OF JOB IMMERSION FOR CRITICAL POSITIONS AS PART OF THE
RECRUITMENT, SELECTION AND PLACEMENT (RSP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors-CID and SGOD
Unit/Section Heads
School Heads
All Others Concerned

1. Anchored on the Continuous Improvement Principle of the Quality Management System (QMS) and to the implementation of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) in the Department of Education (DepED), this Office announces the conduct of Job Immersion (JI) as part of the Recruitment, Selection, and Placement (RSP) process of the Division.
2. Job Immersion shall only apply to critical positions that require supervisory, managerial, and technical skills such as Administrative Officers, Education Program Supervisors, Chief Education Supervisors, School Heads and other positions deemed critical by the appointing authority.
3. Hence, for any critical position within the Division, the shortlisted candidates are required to go through a deep selection process that includes a 3-5 working days job immersion. Results of the JI shall serve as one of the bases of the appointing authority in assessing the shortlisted Candidates for appointment submitted by the Personnel Selection Board (PSB).
4. The shortlisted candidates shall be notified by the HRMO-PSB, and a Division Memorandum shall be prepared to disseminate the Schedule of the Job Immersion and the Orientation of the Participants.
5. Immediate and wide dissemination of this Memorandum is desired.




DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

