DIVISION MEMORANDUM

January 31, 2020

No. C-91, s. 2020

ORIENTATION/WORKSHOP ON THE CIVIL SERVICE COMMISSION PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM)

To: ALL SCHOOLS DIVISION OFFICE PERSONNEL SELECTED

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No.19, s. 2016 known as the "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM); Guidelines on the Conferment of HR Recognition and Awards"; the Division of Digos City shall be implementing the PRIME-HRM program of the Civil Service Commission in order to strengthen this Office’s four HRM Systems which consist of: (1) Recruitment, Selection and Placement; (2) Learning and Development; (3) Performance Management; and, (4) Rewards and Recognition.

2. The orientation/workshop aims to elevate public sector HRM to a level of excellence through the assessment, assistance and awarding processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators that area at par with global HRM standards

3. In view thereof, you are hereby directed to attend the said training on February 11-12, 2020 at Davao Bamboo Sanctuary and Ecological Park, Furok 5, Barangay Malagos, Baguio District, Davao City.

4. Attached is the list of participants and personnel to provide the frontline service.

5. Travel expenses will be charged to local funds, subject to the usual accounting and auditing rules and regulation.

6. For immediate dissemination and strict compliance.

For and in absence of:

CRISTY C. EPE
Schools Division Superintendent

MELANIE P. ESTACIO, Ph. D.
Officer-In-Charge
Office of the Assistant School Division Superintendent

Revised Schools Division of Digos City

RECORDS SECTION

DATE: JAN 31 2020 TIME: 12:23

By: [Signature]
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**Frontline service provider on February 11-12, 2020**

- Mrs. Evangeline A. Herman
- Rene Villamor
- Remigio Campomayor
- Zandro Jagunos
- Aldin Cabaluna