



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 361, s. 2021

June 22, 2021

**CONDUCT OF THE VIRTUAL MEETING OF PRIME-HRM COMMITTEES
WITH CSC FIELD DIRECTOR**

To: Assistance Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Education Program Supervisors
Section Heads
Reconstituted PRIME-HRM Committees
All Others Division Personnel Concerned

1. In reference to the Division Education Development Plan (DEDP) and on Division's pursuit to apply for Level II PRIME-HRM accreditation with the Civil Service Commission, this Office informs PRIME-HRM Committees the Conduct of the Virtual Meeting of PRIME-HRM Committees with CSC Field Director on June 29, 2021 (Tuesday) at 8:00 AM onwards via google meet through the link: <https://meet.google.com/mcd-oxtk-aub>.
2. The Virtual Meeting of PRIME-HRM Committees with CSC Field Director is aimed to:
 - a. completely fill out the basic data required on the agency profile;
 - b. gather the necessary information about the agency as indicated on the Key Agency Factors worksheet;
 - c. assess for each level starting from Level 1 to Level 4 in order to determine its maturity and proficiency levels by PRIME-HRM System/Pillar;
 - d. discuss the PRIME-HRM Assessment Tool; and
 - e. provide evidentiary requirements necessary for the PRIME-HRM Assessment
3. The participants of this Virtual Meeting are all chairpersons, co-chairpersons, and members of the: (1) Recruitment, Selection and Placement (RSP) Committee, (2) Performance Management (PM) Committee, (3) Learning and Development (L&D) Committee, and (4) Rewards and Recognition (R&R) Committee including the Internal Control Committee and the Steering Committee.
4. Participants as identified in Enclosure 1 are expected to gather by committee by finding a nook within the Division Office and/or virtual conference among themselves for easy facilitation of the workshop in the afternoon (see attached Enclosure 2).
5. Meal and snacks shall be served.

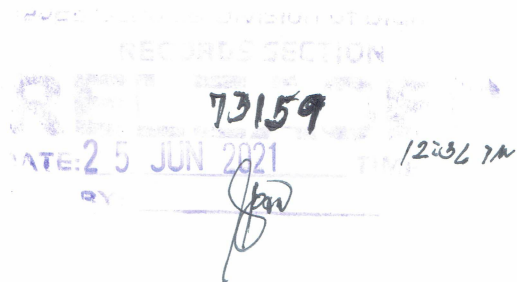


Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

6. Incidental expenses incurred for the above-mentioned activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For information and compliance.



CRISTY C. EPE
Schools Division Superintendent



PRIME-HRM COMMITTEES

Steering Committee

Chairperson: Cristy C. Epe
Co-Chairperson: Basilio P. Mana-ay, Jr.
Members:
 Beverly S. Daugdaug
 Sollie B. Oliver
 Clarence S. Pillerin
 Jem Boy B. Cabrella
Secretariat: Juvy A. Cardines

Internal Control Committee

Chairperson: Jem Boy B. Cabrella
Co-Chairperson: Clarence S. Pillerin
Members:
 Xavier S. Fuentes
 Eleser D. Mateo
 Reyzen O. Monserate
Secretariat: Juvy A. Cardines

Committee	Chairperson	Co-Chairperson	Members	Secretariat
Recruitment, Selection and Placement (RSP)	Francis Jude D. Alcomendras	Myhrra Faye L. Bontia	• Cherry Rossette E. Oliva • Ronilyn P. Nieves • Ferna Renira T. Alde • Ely G. Cataluña	• Ramel Ayop • Geraldine Ranara
Performance Management System (PMS)	Beverly S. Daugdaug	Luzminda B. Jasmin	• Patriotiso O. Peñas • Jessica G. Lucero • Mary Joy D. Fortun • Gervasio R. Salinas, Jr. • Mary Glor D. Tabanao	• Cecile C. Uy • Alnie Ymalay •
Learning and Development (L&D)	Sollie B. Oliver	Ida I. Juezan	• Ronald B. Dedace • Jasmin Asarak • Peter-Jason C. Senarillos • Helen A. Casimiro • Airon M. Alejandro	• April Alcala • Ruben Evarretta
Rewards and Recognition (R&R)	Clarence S. Pillerin	Joan M. Niones	• Tito M. Endrina • Neil D. Bongcayao • Angel V. Bisaga, Jr. • Gemma P. Salanga	• Qumran M. Loyola • Danica Lagunsay

PROGRAM
Virtual Meeting of PRIME-HRM Committees with CSC Field Director Ortiz
June 29, 2021
Via Google Meet at 8:00 AM

Time	Activity	Responsible Person
8:00 – 8:30 AM	Checking of Attendance / Virtual Registration and Attendance	Committee Chairpersons with Secretariats
8:30 – 9:00 AM	Preliminaries Philippine National Anthem Opening Prayer DepEd Regional Hymn Digos City Hymn	Audio Visual Presentation
9:00 – 9:30 AM	Opening Remarks Introduction of the PRIME-HRM Steering Committee, Internal Control Committee, Committee Chairpersons and Co-Chairpersons Introduction of Committee Members and Secretariats Message	Basilio P. Mana-ay, Jr., Ed.D. Assistant Schools Division Superintendent Jem Boy B. Cabrella, Ph.D. PRIME-HRM Focal Francis Jude D. Alcomendras Administrative Officer V Chairperson, RSP Committee Beverly S. Daugdaug, Ed.D. CID Chief Chairperson, PMS Committee Sollie B. Oliver, JD, MATE SGOD Chief Chairperson, L & D Committee Clarence S. Pillerin, Ed.D. Public Schools District Supervisor Chairperson, R & R Committee Cristy C. Epe Schools Division Superintendent
9:30 – 12:00 PM	Orientation on the Self-Assessment and Giving of Samples	Richard T. Ortiz CSC Field Director
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:30 PM	Workshop on Self-Assessment by PRIME-HRM System (RSP, PM, L&D, and R&R) Note: <i>Submission of Consolidated Output will be a week later.</i>	PRIME-HRM Committees
3:30 – 5:00 PM	Presentation of Outputs by PRIME-HRM Committees (RSP, PM, L&D, R&R)	PRIME-HRM Committee Chairpersons

Master of Ceremony:

Gervasio R. Salinas, Jr., PhD
Education Program Supervisor

Casting In-Charge:

Juvy A. Cardines, MPA
Administrative Officer II