



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 251, s. 2022

April 27, 2022

CONDUCT OF PRIME HRM ACTIVITIES FOR THE MONTH OF MAY 2022

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Section Heads
Public Schools District Supervisors
Education Program Supervisors
Other Division Personnel

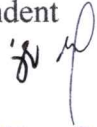
1. In relation to the strategic direction of the Schools Division Office to be accredited for PRIME HRM Maturity Level II this October 2022, this Office informs all division personnel for the conduct of the following PRIME HRM Activities for the month of May 2022, to wit:

No.	Activity	Date and Time	Venue	No. of Participants	Identified Participants
1	Preparation of Documents and Photos for the PRIME HRM Online Assessment	May 2, 2022 (half day)	To be announced later	16	Admin and HR Staff (Enclosure 1)
2	Closer Collaboration with Dir. Richard T. Ortiz to Finalize the Evidentiary Requirements	May 4, 2022 from 8:00 AM to 5:00 PM	Ramon Magsaysay CES	23	PM and R&R Committees (Enclosure 2)
		May 5, 2022 from 8:00 AM to 5:00 PM	Ramon Magsaysay CES	25	RSP and L&D Committees (Enclosure 3)
3	Finalization of the Evidentiary Requirements	May 11, 2022 from 8:00 AM to 5:00 PM	Ramon Magsaysay CES	47	All PRIME HRM Committees (Enclosure 4)
4	Finalization of DepEd Digos PRAISE Manual	May 13, 2022 from 8:00 AM to 5:00 PM	To be announced later	10	R&R Committee and Selected Internal Control Team (Enclosure 5)



2. Lists of participants are indicated in Enclosures 1 to 5.
3. All PRIME HRM Committees are reminded that all evidentiary requirements (ERs) listed in Enclosure 6 shall be prepared in advance for scrutiny of the CSC Field Office on May 4 to 5, 2022 which will form part of its assistance during the Assist Phase. All ERs shall be finalized on May 11, 2022.
4. Documents and photos prepared by the HRMO for PRIME HRM Online Assessment shall be made available on or before August 10, 2022, which is the schedule of the submission of all ERs to CSC Davao del Sur Field Office for final review.
5. Travel and other incidental expenses incurred in attendance to the PRIME HRM activities for May 2022 and in compliance to all documents and evidentiary requirements shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.


CRISTY C. EPE
Schools Division Superintendent


DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
84165
DATE: 28 APR 2022 TIME: 12:36 PM
BY: 

**LIST OF PARTICIPANTS DURING THE PREPARATION OF DOCUMENTS AND
PHOTOS FOR THE PRIME HRM ONLINE ASSESSMENT ON MAY 2, 2022
VENUE: TO BE ANNOUNCED LATER**

No.	Name of Participant	Team / Section
1	Francis Jude D. Alcomendras	Admin and HR
2	Guy R. Mara-asin	Admin and HR
3	Gwendolyn Mara L. Escaner	Admin and HR
4	Myhrra Faye L. Bontia	Admin and HR
5	Alnie Fe V. Ymalay	Admin and HR
6	Geraldine M. Ranara	Admin and HR
7	Ramel M. Ayop	Admin and HR
8	Qumran M. Loyola	Admin and HR
9	Merlyn E. Obenza	Admin and HR
10	Jona Moilereen M. Nahine	Admin and HR
11	Mary Ann I. Devalgue	Admin and HR
12	Aljun Jay A. Loma	Admin and HR
13	Sharon Ann S. Iyog	Admin and HR
14	Arlen D. Repollo	Admin and HR
15	Christy Maximarie M. Espacio	Admin and HR
16	Karyl A. Evarretta	Admin and HR
17	Daynie Beth D. Cabardo	Admin and HR

**LIST OF PARTICIPANTS DURING CLOSER COLLABORATION WITH DIR.
RICHARD T. ORTIZ ON MAY 4, 2022 (PM AND R&R COMMITTEES)
VENUE: RAMON MAGSAYSAY CENTRAL ELEM. SCHOOL**

No.	Name of Participant	Committee	Office/Division
1	Richard T. Ortiz	N/A	CSC Field Office
2	Cristy C. Epe	Steering Committee	OSDS
3	Basilio P. Mana-ay, Jr.	Steering Committee	OSDS
4	Beverly S. Daugdaug	Steering / PM Committee	CID
5	Luzminda B. Jasmin	PM Committee	CID
6	Patriotiso O. Peñas	PM Committee	CID
7	Jessica G. Lucero	PM Committee	CID
8	Mary Joy D. Fortun	PM Committee	CID
9	Gervasio R. Salinas, Jr.	PM Committee	CID
10	Mary Glor D. Tabanao	PM Committee	CID
11	Alnie Fe V. Ymalay	PM Committee	HR Office
12	Sharon Ann S. Iyog	PM Committee	HR Office
13	Jem Boy B. Cabrella	Internal Control Team	CID
14	Clarence S. Pillerin	Steering/ R&R Committee / Internal Control Team	CID
15	Joan M. Niones	R&R Committee	CID
16	Tito M. Endrina	R&R Committee	CID
17	Neil D. Bongcayao	R&R Committee	CID
18	Angel V. Bisaga, Jr.	R&R Committee	CID
19	Gemma P. Salanga	R&R Committee	CID
20	Qumran M. Loyola	R&R Committee	HR Office
21	Danica Lagunsay	R&R Committee	Admin Section
22	Xavier S. Fuentes	Internal Control Team	PRME
23	Juvy A. Cardines	Internal Control Team	OSDS

**LIST OF PARTICIPANTS DURING CLOSER COLLABORATION WITH DIR.
RICHARD T. ORTIZ ON MAY 5, 2022 (RSP AND L&D COMMITTEES)
VENUE: RAMON MAGSAYSAY CENTRAL ELEM. SCHOOL**

No.	Name of Participant	Committee	Office/Division
1	Richard T. Ortiz	N/A	CSC Field Office
2	Cristy C. Epe	Steering Committee	OSDS
3	Basilio P. Mana-ay, Jr.	Steering Committee	OSDS
4	Francis Jude D. Alcomendras	Steering / RSP Committee	Admin Section
5	Myhrra Faye L. Bontia	RSP Committee	HRMO
6	Cherry Rossette E. Oliva	RSP Committee	CID
7	Ronilyn P. Nieves	RSP Committee	CID
8	Ferna Renira T. Alde	RSP Committee	CID
9	Ely G. Cataluña	RSP Committee	CID
10	Ramel M. Ayop	RSP Committee	HRMO
11	Geraldine M. Ranara	RSP Committee	HRMO
12	Clarence S. Pillerin	Steering/ R&R Committee / Internal Control Team	CID
13	Eleser D. Mateo	Internal Control Team	PRME
14	Sollie B. Oliver	L&D Committee	SGOD
15	Ida I. Juezan	L&D Committee	CID
16	Ronald B. Dedace	L&D Committee	SGOD
17	Jasmin Asarak	L&D Committee	OSDS
18	Peter-Jason C. Senarillos	L&D Committee	SGOD
19	Helen A. Casimiro	L&D Committee	CID
20	Airon M. Alejandro	L&D Committee	PRME
21	Cherrie Anne B. Bohol	L&D Committee	SGOD
22	April Rose Alcala	L&D Committee	SGOD
23	Ruben Evarretta	L&D Committee	ITO
24	Reyzen O. Monserate	Internal Control Team	OSDS
25	Juvy A. Cardines	Internal Control Team	OSDS

**LIST OF PARTICIPANTS DURING FINALIZATION OF EVIDENTIARY
REQUIREMENTS ON MAY 11, 2022**

VENUE: RAMON MAGSAYSAY CENTRAL ELEM. SCHOOL

PRIME-HRM COMMITTEES

Steering Committee

Chairperson: Cristy C. Epe

Co-Chairperson: Basilio P. Mana-ay, Jr.

Members:

Beverly S. Daugdaug

Sollie B. Oliver

Francis Jude D. Alcomendras

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 M. 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	- Alnie Fe V. Ymalay - Sharon Ann Iyog
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 - Cherrie Anne B. Bohol	- April Rose 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

**LIST OF PARTICIPANTS DURING FINALIZATION OF DEPED DIGOS PRAISE
MANUAL (R&R COMMITTEE) ON MAY 13, 2022
VENUE: TO BE ANNOUNCED LATER**

No.	Name of Participant	Committee	Office/Division
1	Clarence S. Pillerin	Steering/ R&R Committee / Internal Control Team	CID
2	Joan M. Niones	R&R Committee	CID
3	Tito M. Endrina	R&R Committee	CID
4	Neil D. Bongcayao	R&R Committee	CID
5	Angel V. Bisaga, Jr.	R&R Committee	CID
6	Gemma P. Salanga	R&R Committee	CID
7	Qumran M. Loyola	R&R Committee	HRMO
8	Danica Lagunsay	R&R Committee	ITO
9	Xavier S. Fuentes	Internal Control Team	PRME
10	Jem Boy B. Cabrella	Internal Control Team	CID

LIST OF EVIDENTIARY REQUIREMENTS
RECRUITMENT, SELECTION AND PLACEMENT

1. GOVERNANCE	1.1 POLICY	- CSC approved MSP with EEOP specific application
	1.2 STRUCTURE AND ROLES	- Minutes of the Meetings or Issued Resolution
		- Office Order (HRMPSB with additional function)
	1.3 REVIEW MECHANISMS	- Recruitment Report
	1.4 INFORMATION AND COMMUNICATION	- Use of Technology (Computer based application of any RSP docs
		- ie RSP Process Flow, RSP Report, Database of Applicants with QS
- PDF files of Minutes Resolutions		
2. TALENT PLANNING		- Staffing Plan (Current Year)
3. TALENT SOURCING	3.1 RECRUITMENT PLAN	- recruitment plan
	3.2 TALENT ATTRACTION	- Posting of Recruitment Activities
		- ie CSC Job Portal Agency Website
		- ie Facebook Newspaper Service Providers
	3.3 EEOP	- EEOP Specific Application in any RSP activities
		- ie HRMPSB Composition EEOP issued Guidelines
- ie Recruitment publication MOAs Service Providers		
4. TALENT SELECTION AND PLACEMENT	4.1 SELECTION CRITERIA	- CSC approved QS QS Manual
		- CSC-DBM PDF Job Description
	4.2 ASSESSMENT AND SELECTION PROCESS	- Appointee who completed the actual Process Flow
		- Same Appointee Background investigation
		- Same Appointee Tests (Functional Trade)
	4.3 EEOP SPECIFIC APPLICATIONS	- EEOP Specific Applications in any RSP activities
		-ie HRMPSB Composition EEOP issued Guidelines
		- ie Recruitment Publication MOAs Service Providers
	4.4 ORIENTATION (1day) AND ONBOARDING (1month)	- Agency Orientation Onboarding Program
- Documentation ie Attendance Sheets		
- Photos With Label Evaluation Sheets		

PERFORMANCE MANAGEMENT

1. GOVERNANCE	1.1 POLICY	- CSC - approved customized PM Policy with EOP specific applications
	1.2 STRUCTURE AND ROLES	- Signed Office Order (PMT Composition) with additional functions
		- Minutes of the Meetings_Issued Resolutions_Attendance Sheets
	1.3 REVIEW MECHANISMS	- Performance Monitoring Tracking Report
	1.4 INFORMATION AND COMMUNICATION	- Use of Technology (Screenshots)
- Database Contents (Screenshots)		
- Documentations in PDF_JPEG format		
2. PLANNING AND COMMITMENT	2.1 STANDARD SETTING	- Sample Performance Standards for individual positions
		- Documentation (Establishment, Calibration and Review)

3. MONITORING AND COACHING	2.2 TARGET SETTING	- Sample Accomplished IPCRs - Documentation (Establishment of Performance Standards)
	3.1 PERFORMANCE TRACKING	- Sample Accomplishment customized MPOR_IPCRs - Documentation (Performance Tracking and Monitoring)
	3.2 PROVIDING PERFORMANCE SUPPORT	- Sample Accomplished customized Coaching Tool
	4.1 PERFORMANCE REVIEW AND EVALUATION	- Sample rated IPCRs_OPCRs with PMT validation - Documentation (Minutes_validation of IPCRs_OPCRs)
4. REVIEW AND EVALUATION	4.2 CALIBRATING PERFORMANCE ASSESSMENTS	- Sample accomplished IPCRs_OPCRs - Documentation (Minutes_validation of IPCRs_OPCRs)
	5.1 DEVELOPMENT PLANNING	- Sample accomplished customized IDPs - Documentation (Minutes_Attendance Sheets_Sched) - Documentation (Dev't Plan with Supervisors_Managers)
5. DEVELOPMENT PLANNING		

LEARNING AND DEVELOPMENT

1. GOVERNANCE	1.1 POLICY	- Agency L&D Policy with EOP specific application
	1.2 STRUCTURE & ROLES	- Signed Office Order (HRDC Composition) with EOP specific applications - Minutes of the Meetings Issued Resolution
	1.3 REVIEW MECHANISMS	- L&D Report, with title of training, applicable dates (proposed vs actual) - pax (recommended vs actual), budget (planned vs actual) and remarks - Monitoring Report of Interventions given to agency staff - Accomplish Evaluation (on training itself, speakers, actual content, venue etc.)
	1.4 INFORMATION & COMMUNICATION	- Computer-based application of L&D activities - L&D Process Flow - L&D Report - PDF Minutes of Meetings Issued Resolutions - Learning Service Provider (LSP) Database
	2.1 L&D PLAN	- Annual L&D Plan based on LNA
	2.2 L&D NEEDS ASSESSMENT	- Sample of accomplished LNA tool
	2.3 LEVEL 2 EVALUATION	- Accomplished Level 2 Eval (Pre and Post Tests)
	2.4 DOCUMENTATION PROCESS	- Actual documentation processes on Level 2 Eval
	3.1 DESIGN	- Sample Training Design - Sample Training Plan Design with diff methodologies
	3.2 DEVELOPMENT	- Customized Learning Materials in PDF Powerpoint - Facilitators Guide
2. PLANNING MONITORING AND EVALUATION	3.3 DELIVERY	- Terminal Activity Report - Accomplished Pax Evaluation Forms
	3.4 LSP MGT	- List of Learning Service Providers
3. EXECUTION		

REWARDS AND RECOGNITION

1. Governance	1.1 POLICY	- CSC - approved customized R&R Policy with specific EOP guidelines
	1.2 STRUCTURE AND ROLES	- Signed Office Order (R&R PRAISE Committee) with additional functions
		- Minutes of the Meetings Issued Resolutions Attendance
	1.3 RREVIEW MECHANISMS	- PRAISE Report
	1.4 INFORMATION AND COMMUNICATION	- Computer based system on R&R PRAISE (MS Access, Excel, Word etc.)
		- R&R Process Flow
		List of PRAISE awardees from 2018 onwards
		- System Implementation (PDF of R&R PRAISE Minutes Attendance
		- PRAISE Report
2. PLANNING	2.1 PLANNING	- PRAISE Plan
		- List Sample of On The Spot Incentives (Monetary_ Non-Monetary)
		- Documentation on On The Spot Incentives (Monetary_ Non Monetary)
		- At least 2 On The Spot Awards with picture_capture_label etc.
		- Copy of the actual Awards Certificate
	2.2 INFORMATION AND COMMUNICATION	- Process Flow
		List of PRAISE awardees from 2018 onwards
		- Minutes of Meeting_Issued Resolutions
3. IMPLEMENTATION	3.1 PRAISE SCREENING_SELECTION CRITERIA&PROCESS	- PRAISE Report
		- Screening Criteria based on CSC- approved Agency PRAISE
		- with specific EOP applications
		- Minutes of Meeting Issued Resolutions during deliberation
		- Accomplished Screening Tools used by R&R Committee
		- Program of Awarding (Pictures with details_captions_label)