



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

Division Advisory No. 061, s. 2022
May 10, 2022

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Section Heads
Public Schools District Supervisors
Education Program Supervisors
PRIME HRM Committees
All Other Division Personnel Involved

CHANGES ON THE SCHEDULE AND VENUE OF THE CONDUCT OF THE
PRIME-HRM ACTIVITIES FOR MAY 2022

1. In reference to the DM 251, s. 2022 dated April 27, 2022, entitled “Conduct of PRIME HRM Activities for the Month of May 2022,” this Schools Division Office informs all division personnel concerned the changes on the schedule of the conduct of the PRIME HRM Activities and participants for May 2022, to wit:

No.	Activity	Changes of the Date/ Time		Identified Participants
		From	To	
1	Closer Collaboration with Dir. Richard T. Ortiz to Finalize the Evidentiary Requirements	May 4, 2022 from 8:00 AM to 5:00 PM	May 11, 2022 from 8:00 AM to 5:00 PM	RSP and R&R Committees (Enclosure 1)
		May 5, 2022 from 8:00 AM to 5:00 PM	May 12, 2022 from 8:00 AM to 5:00 PM	PM and L&D Committees (Enclosure 2)
2	Finalization of the Evidentiary Requirements	May 11, 2022 from 8:00 AM to 5:00 PM	May 18, 2022 from 8:00 AM to 5:00 PM	All PRIME HRM Committees (Enclosure 3)

2. The venue shall be at Soong National High School, Soong, Digos City.
3. The presence of the personnel from Health and Nutrition Unit are highly advised, to wit:

Date	HNU Personnel
May 11, 2021	Dhelmie Christine Peñas
May 12, 2021	Joel Gomito
May 18, 2021	Ireene Dandoy



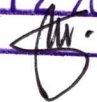
4. Each committee is required to bring a laptop, printer, and extension wire.
5. List of participants for the activities with dates moved are indicated in Enclosures 1 to 3. Tasks of PRIME HRM Secretariat are indicated in Enclosure 4.
6. Item 5 of DM 251, s. 2022 remains in effect.
7. Please be guided accordingly.



CRISTY C. EPE 
Schools Division Superintendent

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DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-84824
DATE: MAY 12 2022 TIME: 2:59pm
BY: 

**LIST OF PARTICIPANTS DURING CLOSER COLLABORATION WITH DIR.
RICHARD T. ORTIZ ON MAY 11, 2022 (RSP AND R&R COMMITTEES)
VENUE: SOONG NATIONAL HIGH 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	Eleser D. Mateo	Internal Control Team	PRME
13	Clarence S. Pillerin	Steering/ R&R Committee / Internal Control Team	CID
14	Joan M. Niones	R&R Committee	CID
15	Tito M. Endrina	R&R Committee	CID
16	Neil D. Bongcayao	R&R Committee	CID
17	Angel V. Bisaga, Jr.	R&R Committee	CID
18	Gemma P. Salanga	R&R Committee	CID
19	Qumran M. Loyola	R&R Committee	HR Office
20	Danica Lagunsay	R&R Committee	Admin Section
21	Xavier S. Fuentes	Internal Control Team	PRME
22	Juvy A. Cardines	Internal Control Team	OSDS
23	Jem Boy B. Cabrella	Internal Control Team	CID

**LIST OF PARTICIPANTS DURING CLOSER COLLABORATION WITH DIR.
RICHARD T. ORTIZ ON MAY 12, 2022 (PM AND L&D COMMITTEES)
VENUE: SOONG NATIONAL HIGH 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	Sollie B. Oliver	Steering / L&D Committee	SGOD
14	Ida I. Juezan	L&D Committee	CID
15	Ronald B. Dedace	L&D Committee	SGOD
16	Jasmin Asarak	L&D Committee	OSDS
17	Peter-Jason C. Senarillos	L&D Committee	SGOD
18	Helen A. Casimiro	L&D Committee	CID
19	Airon M. Alejandro	L&D Committee	PRME
20	Cherrie Anne B. Bohol	L&D Committee	SGOD
21	April Rose Alcala	L&D Committee	SGOD
22	Ruben Evarretta	L&D Committee	ITO
23	Reyzen O. Monserate	Internal Control Team	OSDS
24	Juvy A. Cardines	Internal Control Team	OSDS
25	Jem Boy B. Cabrella	Internal Control Team	CID

LIST OF PARTICIPANTS DURING FINALIZATION OF EVIDENTIARY
REQUIREMENTS ON MAY 18, 2022
VENUE: SOONG NATIONAL HIGH 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

TASKS OF PRIME HRM SECRETARIATS
Conduct of PRIME HRM Activities for the Month of May 2022 (DM 251, s. 2022)

Activity 1: Closer Collaboration with Dir. Richard T. Ortiz to Finalize the Evidentiary Requirements (May 11 to 12, 2022)

No.	Particulars to Prepare	Personnel In-Charge
1	Activity Proposal, Activity Request, Purchase Request, and Division Memorandum	Jem Boy B. Cabrella Juvy A. Cardines
2	Certificates of Attendance and Participation	Sharon Ann S. Iyog
3	Attendance Sheet Preparation	Alnie Fe V. Ymalay
4	Tarpaulin and Program Lay-out	Ruben Evarretta
5	AVP of the Preliminaries/ Projector In-Charge	Sharon Ann S. Iyog Ramel M. Ayop
6	Master of Ceremony	Juvy A. Cardines April Rose Alcala
7	Terminal Activity Report	Geraldine M. Ranara
8	Photodocumentation	Danica Lagunsay Qumran M. Loyola
9	Hall Preparation and Restoration	RMCES School Head and Teachers

Activity 2: Finalization of the Evidentiary Requirements (May 18, 2022)

No.	Particulars to Prepare	Personnel In-Charge
1	Activity Proposal, Activity Request, Purchase Request, and Division Memorandum	Jem Boy B. Cabrella Juvy A. Cardines
2	Certificates of Attendance and Participation	Sharon Ann S. Iyog
3	Attendance Sheet Preparation	Alnie Fe V. Ymalay
4	Tarpaulin and Program Lay-out	Ruben Evarretta
5	AVP of the Preliminaries/ Projector In-Charge	Ramel M. Ayop
6	Master of Ceremony	April Rose Alcala
7	Terminal Activity Report	Geraldine M. Ranara
8	Photodocumentation	Danica Lagunsay Qumran M. Loyola
9	Hall Preparation and Restoration	RMCES School Head and Teachers