



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2022-008

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

Subject : **CONDUCT OF PRIME-HRM INTERNAL AUDIT**

Date : August 10, 2022

In reference to the DM 501, s. 2022 dated July 27, 2022 titled "Submission of Evidentiary Requirements to the CSC-Field Office, Conduct of PRIME-HRM Internal Audit, and Scanning of ERs Ready for Submission to the CSC-Regional Office XI," this Schools Division Office informs all division personnel concerned that the venue for the conduct of Face-to-Face PRIME-HRM Internal Audit to be conducted on August 12, 2022 (Friday) will be at Pedro V. Basalan Elem. School, Tres de Mayo, Digos City.

Item 2 of the DM 501, s. 2022 remains in effect.

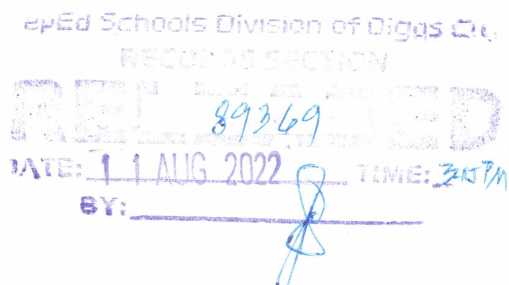
For information, guidance and compliance.


CRISTY C. EPE

Schools Division Superintendent

Enclosed: As stated.

OSDS/bsd





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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 50, s. 2022

July 27, 2022

**SUBMISSION OF EVIDENTIARY REQUIREMENTS TO THE CSC-FIELD OFFICE,
CONDUCT OF PRIME HRM INTERNAL AUDIT, AND SCANNING OF ERS READY
FOR SUBMISSION TO THE CSC-REGIONAL OFFICE XI**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Section Heads
HRMPSB, PMT, PDC and PRAISE Committees
PRIME HRM Committee
PRIME HRM Internal Control Team
Human Resource Management Officers
Division Personnel
All Others Concerned

1. In relation to the strategic direction of the Schools Division Office to be subjected for PRIME HRM Maturity Level II Accreditation this October 17 to 21, 2022, this Office directs all HRMPSB, PMT, PDC and PRAISE Committees to facilitate the completion of all PRIME HRM activities in compliance to all evidentiary requirements to be collated by the PRIME HRM Committees and be reminded on the following activities, to wit:

PRIME HRM Activity	Committee Concerned	Deadline / Date of Activity	Remarks
Submission of Evidentiary Requirements to the CSC Field Office for checking of CSC PD Richard Ortiz	RSP, PM and L&D Committees	Aug. 10, 2022	As scheduled by CSC PD Ortiz during the face-to-face meeting on April 8, 2022 and agreed by the august body.
	R&R Committee	Aug. 15, 2022	This is due to the conduct of R&R Awards Rites, which is part of the ERS for R&R, to be done on Aug. 10, 2022.
Conduct of PRIME HRM Internal Audit	RSP, PM, L&D and R&R Committees with Internal Control Team	Aug. 12, 2022	To be facilitated by the Internal Control Team, together with CSC PD Ortiz
Scanning of Evidentiary Requirements by PRIME HRM Secretariats	RSP, PM, L&D and R&R Committees	Aug. 22, 2022	This is to be done after checking of the CSC PD Ortiz.



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

Submission of Evidentiary Requirements to the CSC Regional Office XI	RSP, PM, L&D and R&R Committees with Internal Control Team	Aug. 29, 2022	All ERs are arranged according to the list of ERs given in MS Excel. Make sure that softcopies of ERs are uploaded on Aug. 28, 2022.
--	--	---------------	--

- Travel and other incidental expenses incurred in compliance to these undertakings shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- For your guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent



DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
22-8647
DATE: JUL 29 2022 TIME: 4:00 PM
BY: 