



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2022- 029

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 VIRTUAL ORIENTATION ON PRIME-HRM TO KEY OFFICIALS AND SDO EMPLOYEES**

Date : September 7, 2022

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 the key officials and all SDO personnel to attend to the Virtual Orientation on PRIME-HRM to Key Officials and SDO Employees on September 13, 2022 (Tuesday) from 8:00 AM to 5:00 PM with the google meet link: <https://meet.google.com/jxp-mvbm-kos>.

PRIME-HRM Committee Chairpersons are requested to present the process flow, their timelines, templates, and other important details of the four (4) HRM core systems. Human Resource Management Officer is likewise asked to present HRMO matters.

Enclosed in the activity is the flow of the program for the conduct of virtual orientation on PRIME-HRM.

For information, guidance and compliance.


CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

Enclosed: As stated.

CID/jbc

22-90570
RELEASED
DATE: SEP 12 2022 TIME: 1:11pm
BY: 



FLOW OF THE PROGRAM

Opening Program

Pretest (15 minutes)

Brief re-orientation of PRIME-HRM (30 to 45 minutes)

Process Flow and their Timelines, Templates and Other Important Details

- Recruitment, Selection and Placement
- Performance Management System
- Learning and Development
- Rewards and Recognition

HRMO Matters

Posttest (15 minutes)

Closing Program

Master of Ceremony:

April Rose Alcala
Administrative Officer II

