OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 254, s. 2021

May 4, 2021

May 4, 2021

RECONSTITUTION OF PRIME-HRM (PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT) AND CONDUCT OF VIRTUAL RE-ORIENTATION OF PRIME-HRM COMMITTEES

To: Assistance Schools Division Superintendent
   SGOD and CID Chiefs
   Public Schools District Supervisors
   Education Program Supervisors
   Section Heads
   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 all Division Personnel the reconstitution of PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management) and the Conduct of Virtual Re-orientation of PRIME-HRM Committees on May 4, 2021 (Tuesday) at 8:00 AM onwards via google meet through the link: https://meet.google.com/bvh-eoks-iok.

2. The reconstitution of PRIME-HRM committees is shown in Enclosure 1 of this Division Memorandum.

3. The Virtual Re-orientation of PRIME-HRM Committees aims to:
   a. discuss the coverage and components of the PRIME-HRM;
   b. familiarize themselves of their roles, duties, and responsibilities as chairpersons, co-chairpersons, and members of the PRIME-HRM committees including the internal control team;
   c. present the PRIME-HRM activities of the Division Office and assessment results of the Overall Assessment Rating for System and Practice;
   d. formulate process flows for each PRIME-HRM system; and
   e. develop action plan to be carried out by chairpersons and members of each PRIME-HRM system.

4. The PRIME-HRM Focal Person shall be Mr. Jem Boy B. Cabrella.

5. The participants of the virtual re-orientation on PRIME-HRM are all chairpersons, co-chairpersons, and members of the (1) recruitment, selection, and placement (RSP), (2)
learning and development (L&D), (3) performance management system (PMS), and (4) rewards and recognition (R&R) teams including the internal control team and the steering committee.

6. Participants are expected to gather by committee finding a nook within the Division Office for easy facilitation of the workshops. And since the re-orientation will be done online, use of headphones/earphones is highly encouraged to ensure that sound feedback could be avoided.


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

9. 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  
- Elieser D. Mateo  
- Reyzen O. Monserate  
Secretariat: Juvy A. Cardines

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson</th>
<th>Co-Chairperson</th>
<th>Members</th>
<th>Secretariat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning and Development (L&amp;D)</td>
<td>Sollie B. Oliver</td>
<td>Ida I. Juezan</td>
<td>Ronald B. Dedace, Jasmin Asarak, Peter-Jason C. Senarillos, Helen A. Casimiro, Airon M. Alejandro</td>
<td>April Alcala, Ruben Evarretta</td>
</tr>
<tr>
<td>Performance Management System (PMS)</td>
<td>Beverly S. Daugdaug</td>
<td>Luzminda B. Jasmin</td>
<td>Patriotiso O. Peñas, Jessica G. Lucero, Mary Joy D. Fortun, Gervasio R. Salinas, Jr., Mary Glor D. Tabanao</td>
<td>Cecile C. Uy, Alnie Ymalay</td>
</tr>
<tr>
<td>Rewards and Recognition (R&amp;R)</td>
<td>Clarence S. Pillerin</td>
<td>Joan M. Niones</td>
<td>Tito M. Endrina, Neil D. Bongcayao, Angel V. Bisaga, Jr., Gemma P. Salanga</td>
<td>Qumran M. Loyola, Danica Lagunsay</td>
</tr>
</tbody>
</table>
PROGRAM

Virtual Re-Orientation of Committees on PRIME-HRM (Program to Institutionalize Meritocracy and Excellence Human Resource Management)

May 4, 2021 (Tuesday)
8:00 AM to 5:00 PM

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>PERSONS INVOLVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM - 8:30 AM</td>
<td>Philippine National Anthem Prayer DepEd Regional Hymn Digos City Hymn Presentation of Participants</td>
<td>HRD Specialist</td>
</tr>
<tr>
<td></td>
<td>Opening Remarks Message</td>
<td>Basilio P. Mana-ay, Jr. Assistant Schools Division Superintendent Cristy C. Epe Schools Division Superintendent</td>
</tr>
<tr>
<td>8:30 AM – 10:00 AM</td>
<td>Rationale on the Re-orientation on PRIME-HRM PRIME-HRM and its importance Coverage and components of PRIME-HRM Criteria for accreditation and criteria for award Presentation of the proposed PRIME-HRM activities</td>
<td>Jem Boy B. Cabrella Education Program Supervisor Division PRIME-HRM Focal Person</td>
</tr>
<tr>
<td>10:00 AM – 12:00 NN</td>
<td>Workshop on the Conduct of Initial Assessment in PRIME-HRM System and Practices Assessments and HRMO Competencies Assessment</td>
<td>Jem Boy B. Cabrella Education Program Supervisor Division PRIME-HRM Focal Person</td>
</tr>
<tr>
<td>1:00 PM – 3:00 PM</td>
<td>Presentation of Checklist of Evidentiary Requirements of each PRIME-HRM Pillar</td>
<td>Clarence S. Pillerin Public Schools District Supervisor Member, Steering Committee</td>
</tr>
<tr>
<td>3:00 PM – 3:30 PM</td>
<td>Presentation of sample evidentiary requirements</td>
<td>Clarence S. Pillerin Public Schools District Supervisor Member, Steering Committee</td>
</tr>
<tr>
<td>3:30 PM – 4:30</td>
<td>Workshop on the Development of Action Plan for each PRIME-HRM HR System</td>
<td>RSP, L&amp;D, RPMS, and R&amp;R Teams Internal Control Team</td>
</tr>
<tr>
<td>4:30 PM – 5:00 PM</td>
<td>Closing Program</td>
<td>Master of Ceremony</td>
</tr>
</tbody>
</table>

Master of Ceremony:

GERVASIO R. SALINAS, JR., PhD
Education Program Supervisor