



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

---

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
No. 254, s. 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.
7. Attached herewith are Enclosure 1 – PRIME-HRM Committees, and Enclosure 2 – Program for Virtual Re-Orientation of Committees on PRIME-HRM (Program to Institutionalize Meritocracy and Excellence Human Resource Management).
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  
     Eleser D. Mateo  
     Reyzen O. Monserate  
 Secretariat: Juvy A. Cardines

<b>Committee</b>	<b>Chairperson</b>	<b>Co-Chairperson</b>	<b>Members</b>	<b>Secretariat</b>
Recruitment, Selection and Placement (RSP)	Francis Jude D. Alcomendras	Myhrra Faye L. Bontia	<ul style="list-style-type: none"> <li>• Cherry Rossette E. Oliva</li> <li>• Ronilyn P. Nieves</li> <li>• Ferna Renira T. Alde</li> <li>• Ely G. Cataluña</li> </ul>	<ul style="list-style-type: none"> <li>• Ramel Ayop</li> <li>• Geraldine Ranara</li> </ul>
Learning and Development (L&D)	Sollie B. Oliver	Ida I. Juezan	<ul style="list-style-type: none"> <li>• Ronald B. Dedace</li> <li>• Jasmin Asarak</li> <li>• Peter-Jason C. Senarillos</li> <li>• Helen A. Casimiro</li> <li>• Airon M. Alejandro</li> </ul>	<ul style="list-style-type: none"> <li>• April Alcala</li> <li>• Ruben Evarretta</li> </ul>
Performance Management System (PMS)	Beverly S. Daugdaug	Luzminda B. Jasmin	<ul style="list-style-type: none"> <li>• Patriotiso O. Peñas</li> <li>• Jessica G. Lucero</li> <li>• Mary Joy D. Fortun</li> <li>• Gervasio R. Salinas, Jr.</li> <li>• Mary Glor D. Tabanao</li> </ul>	<ul style="list-style-type: none"> <li>• Cecile C. Uy</li> <li>• Alnie Ymalay</li> </ul>
Rewards and Recognition (R&R)	Clarence S. Pillerin	Joan M. Niones	<ul style="list-style-type: none"> <li>• Tito M. Endrina</li> <li>• Neil D. Bongcayao</li> <li>• Angel V. Bisaga, Jr.</li> <li>• Gemma P. Salanga</li> </ul>	<ul style="list-style-type: none"> <li>• Qumran M. Loyola</li> <li>• Danica Lagunsay</li> </ul>



**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

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

Master of Ceremony:

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