



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 411, s. 2021

July 9, 2021

**CONDUCT OF THE VIRTUAL ACTION AND COMMUNICATION PLANNING OF
PRIME-HRM COMMITTEES WITH CSC FIELD DIRECTOR**

To: Assistance Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Education Program Supervisors
Section Heads
Reconstituted PRIME-HRM Committees
All Others Division Personnel Concerned

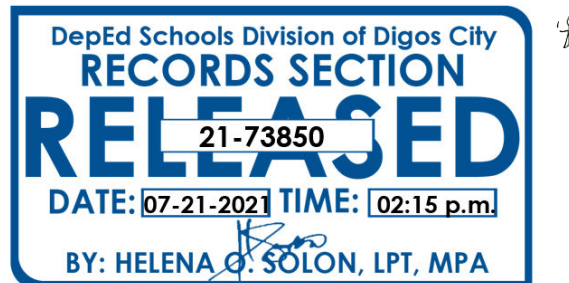
1. In reference to the Division Education Development Plan (DEDP) and on Division's pursuit to apply for Maturity Level II PRIME-HRM recognition/accreditation with the Civil Service Commission, this Office informs PRIME-HRM Committees the Conduct of the Virtual Action and Communication Planning of PRIME-HRM Committees with CSC Field Director on July 13, 2021 (Tuesday) at 8:00 AM onwards via google meet through the link: <https://meet.google.com/jqs-gzff-pkd>.
2. The Virtual Action and Communication Planning of PRIME-HRM Committees with CSC Field Director is aimed to:
 - a. be oriented on the preparation of action and communication plans;
 - b. prepare action and communication plans which can be used as guide for the conduct of the different activities for each PRIME-HRM HR systems; and
 - c. present action and communication plans;
3. The participants of this Virtual Meeting are all chairpersons, co-chairpersons, members, and secretariats of the: (1) Recruitment, Selection and Placement (RSP) Committee, (2) Performance Management (PM) Committee, (3) Learning and Development (L&D) Committee, and (4) Rewards and Recognition (R&R) Committee including the Internal Control Committee and the Steering Committee.
4. Participants as identified in Enclosure 1 are expected to gather by committee by finding a nook within the Division Office and/or virtual conference among themselves for easy facilitation of the workshop in the afternoon (see attached Enclosure 2).
5. Meal and snacks shall be served at the tent of the Schools Division Office.



6. Incidental expenses incurred for the above-mentioned activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. 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

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

PROGRAM

Virtual Action and Communication Planning of PRIME-HRM Committees with CSC Field Director Richard T. Ortiz

July 13, 2021 at 8:00 AM

Via Google Meet: <https://meet.google.com/jqs-gzff-pkd>

Time	Activity	Responsible Person
8:00 – 8:30 AM	Checking of Attendance / Virtual Registration and Attendance	Committee Chairpersons with Secretariats
8:30 – 9:00 AM	Preliminaries Philippine National Anthem Opening Prayer DepEd Regional Hymn Digos City Hymn	Audio Visual Presentation
9:00 – 9:15 AM	Opening Remarks Message	Basilio P. Mana-ay, Jr., EdD Assistant Schools Division Superintendent Cristy C. Epe Schools Division Superintendent
9:15 – 10:30 AM	Orientation on the Preparation of Action Plan and Communication Plan	Richard T. Ortiz CSC Field Director
10:30 – 12:00 PM	Workshop on Action and Communication Planning <i>Note: Links are to be provided by the respective committee secretariats</i>	PRIME-HRM Committees
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Finalization on the Preparation of the Action and Communication Plans	PRIME-HRM Committees
3:00 – 5:00 PM	Presentation of Outputs by PRIME-HRM Committees (Order: RSP, PM, L&D, R&R)	PRIME-HRM Committee Chairpersons

Master of Ceremony:

Gervasio R. Salinas, Jr., PhD
Education Program Supervisor

Casting In-Charge:

Juvy A. Cardines, MPA
Administrative Officer II