



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 424, s. 2021

July 26, 2021

**CONDUCT OF PRIME-HRM VIRTUAL BENCHMARKING IN SPAMAST-MALITA
CAMPUS WITH CSC FIELD DIRECTOR RICHARD T. ORTIZ**

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

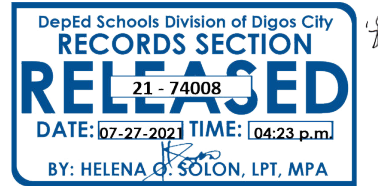
1. In reference to the Division Education Development Plan (DEDP) and on Division's pursuit to apply for PRIME-HRM Maturity Level II recognition/accreditation with the Civil Service Commission, this Office informs PRIME-HRM Committees the Conduct of PRIME-HRM Virtual Benchmarking in SPAMAST-Malita Campus with CSC Field Director Richard T. Ortiz on August 3, 2021 (Tuesday) at 1:00 PM onwards via google meet through the plenary link: <https://meet.google.com/kzu-qrsr-nhx>.
2. The activity aims to:
 - a. gain knowledge and skills as the team does the benchmarking activity with the process flows and the implementation of equal opportunity principle in each of the four (4) HR systems;
 - b. ask queries to the PRIME-HRM Teams of SPAMAST-Malita Campus to make gray areas clear specifically on the preparation of the evidentiary requirements; and
 - c. share best practices of process owners from both parties on system and practices lens in some pillar elements in each HR system.
3. The participants of this virtual benchmarking activity from SDO-Digos City are the 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. Likewise, PRIME-HRM Teams of SPAMAST-Malita Campus led by the College President, Dr. Ruth S. Lucero are participating in this activity.
4. Participants as identified in Enclosure 1 are expected to gather in google meet plenary link at 12:30 PM for attendance checking. The program shall start at 1:00 pm. Attendance link shall be provided by Ms. Juvy A. Cardines, Steering Committee Secretariat.



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

**PRIME-HRM Virtual Benchmarking in SPAMAST-Malita Campus with
CSC Field Director Richard T. Ortiz**

August 3, 2021 at 1:00 PM

Google Meet Plenary Link: <https://meet.google.com/kzu-qrsr-nhx>

Time	Activity	Responsible Person
12:30 – 1:00 PM	Checking of Attendance / Virtual Registration and Attendance	Committee Chairpersons with Secretariats
1:00 – 1:15 PM	Preliminaries Philippine National Anthem Opening Prayer DepEd Regional Hymn Digos City Hymn	Audio Visual Presentation
1:15 – 1:30 PM	Opening Remarks	Lynette A. Bontia, PhD Chief Administrative Officer SPAMAST
	Message	Ruth S. Lucero, PhD College President SPAMAST
1:30 – 2:00 PM	Message	Basilio P. Mana-ay, Jr., EdD Assistant Schools Division Superintendent
	Message	Cristy C. Epe Schools Division Superintendent
2:00 – 2:10 PM	Introduction of PRIME-HRM Team of SPAMAST	SPAMAST PRIME-HRM Focal
2:10 – 2:20 PM	Introduction of PRIME-HRM Team of Schools Division Office of Digos City	Jem Boy B. Cabrella, PhD SDO-Digos City PRIME-HRM Focal
2:20 – 2:30 PM	Coffee Break	
2:30 – 4:00 PM	Virtual Break-out Session	By HR System
	<i>Note: Links are to be provided by the SDO-Digos City PRIME-HRM Secretariats</i>	
4:00 – 5:00 PM	Closing Program	Master of Ceremony

Master of Ceremony:

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

Casting In-Charge:

Juvy A. Cardines, MPA
Administrative Officer II