



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
No. 425, s. 2021

July 26, 2021

**CONDUCT OF VIRTUAL WORKSHOP AND PRESENTATION OF ACTION PLAN  
AND COMMUNICATION PLAN BY PRIME-HRM COMMITTEES**

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 Virtual Workshop and Presentation of Action Plan and Communication Plan by PRIME-HRM Committees on July 27, 2021 (Tuesday) at 8:00 AM onwards via google meet through the link: <https://meet.google.com/yug-gsfp-bwh> prior to the approval of Action Plan by the Office of the Schools Division Superintendent and the submission of the same to the Civil Service Commission Field Office.
2. The activity aims to:
  - a. facilitate the development of action plan and communication plan by HR System;
  - b. prepare action plan and communication plan which can be used as guides for the conduct of the different activities for each PRIME-HRM HR system;
  - c. present action plan and communication plan to the group; and
  - d. have the action plan and communication plan collated and be ready for the approval of the Schools Division Superintendent
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 morning (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

<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>
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> <li>•</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>
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 Workshop and Presentation of Action Plan and Communication Plan**  
**by PRIME-HRM Committees**

July 27, 2021 at 8:00 AM

Via Google Meet: <https://meet.google.com/yug-gsfp-bwh>

<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
8:00 – 8:30 AM	Checking of Attendance / Virtual Registration and Attendance	Committee Chairpersons with Secretariats
8:30 – 8:45 AM	Preliminaries Philippine National Anthem Opening Prayer DepEd Regional Hymn Digos City Hymn	Audio Visual Presentation
8:45 – 9:00 AM	Opening Remarks  Message	<b>Basilio P. Mana-ay, Jr., EdD</b> Assistant Schools Division Superintendent  <b>Cristy C. Epe</b> Schools Division Superintendent
9:00 – 12:00 PM	Workshop on the Finalization of the Action Plan and Communication Plan  <i>Note: Link by committee is to be provided by the respective committee secretariats.</i>	PRIME-HRM Committees
12:00 – 1:00 PM	Lunch Break	
1:00 – 4:00 PM	Presentation of the Action Plan and Communication Plan  <i>Note: Committee secretariats are required to submit the Action Plan and Communication Plan right after the presentation.</i>	PRIME-HRM Committees
4:00 – 5:00 PM	Collation and Preparation of the Agency’s PRIME-HRM Action Plan and Communication Plan	Steering Committee Secretariat

Master of Ceremony:

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

Casting In-Charge:

**Juvy A. Cardines, MPA**  
Administrative Officer II