



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
No. **488**, s. 2021

August 12, 2021

**CONDUCT OF WORKSHOP ON THE PREPARATION AND ALIGNMENT OF  
PRIME HRM EVIDENTIARY REQUIREMENTS WITH THE  
CIVIL SERVICE STANDARDS**

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 the 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 Workshop on the Preparation and Alignment of PRIME HRM Evidentiary Requirements with the Civil Service Standards on the specified schedules, modality, and venue by HR core systems below, to wit:

Core System	Schedules	Modality/Venue
RSP	Aug. 24, 2021 at 8:00am to 12:00nn	Online/Zoom
	Aug. 25-26, 2021 at 8:00am to 5:00pm	Ramon Magsaysay CES Gym
PMS	Aug. 31, 2021 at 8:00am to 12:00nn	Online/Zoom
	Sept. 1-2, 2021 at 8:00am to 5:00pm	Ramon Magsaysay CES Gym
L&D	Sept. 7, 2021 at 8:00am to 12:00nn	Online/Zoom
	Sept. 9-10, 2021 at 8:00am to 5:00pm	Ramon Magsaysay CES Gym
R&R	Sept. 14, 2021 at 8:00am to 12:00nn	Online/Zoom
	Sept. 15-16, 2021 at 8:00am to 5:00pm	Ramon Magsaysay CES Gym

2. The link for Zoom videoconferencing shall be sent the day before the schedule of workshop in each core system in the group chat.
3. The activity aims to:
  - a) discuss the results in the Agency's PRIME HRM Self-Assessment;
  - b) present the Action Plan and Communication Plan;
  - c) give the takeaways during the virtual benchmarking at SPAMAST;

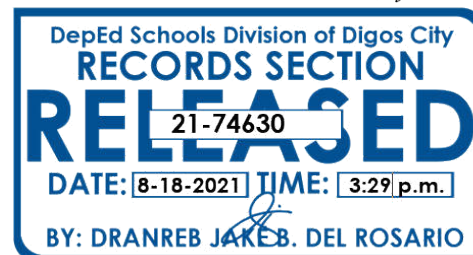


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- d) develop the evidentiary requirements;
  - e) align the practices and systems with Civil Service standards; and
  - f) present and agree on the customized forms and templates as the evidentiary requirements to be utilized and institutionalized by the entire Schools Division Office once approved by the Schools Division Superintendent.
4. The participants of this workshop 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 identified Internal Control Committee and the Steering Committee. The list of participants is specified in Enclosure 1.
  5. The matrix of activities is presented in Enclosure 2. The Committee Chairperson shall identify from among the members and/or secretariats the master of ceremony and casting in-charge for both half day with CSC Field Director and the 2-day activity for the workshop and the presentation of outputs.
  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**

Date	Core System	Chair, Co-Chair, Members, and Secretariats	Steering and Internal Control Committees	CSC Field Office	No. of Participants
Aug. 24 to 26, 2021	RSP	Francis Jude D. Alcomendras Myhrra Faye L. Bontia Cherry Rossette E. Oliva Ronilyn P. Nieves Ferna Renira T. Alde Ely G. Cataluña Ramel Ayop Geraldine Ranara	Cristy C. Epe Basilio P. Mana-ay, Jr. Clarence S. Pillerin Eleser D. Mateo Jem Boy B. Cabrella Juvy A. Cardines	Richard T. Ortiz	15
Aug. 31 and Sept. 1 to 2, 2021	PMS	Beverly S. Daugdaug Luzminda B. Jasmin Patriotiso O. Peñas Jessica G. Lucero Mary Joy D. Fortun Gervasio R. Salinas, Jr. Mary Glor D. Tabanao Cecile C. Uy Alnie Ymalay	Cristy C. Epe Basilio P. Mana-ay, Jr. Jem Boy B. Cabrella Juvy A. Cardines	Richard T. Ortiz	14
Sept. 7, 9 to 10, 2021	L&D	Sollie B. Oliver Ida I. Juezan Ronald B. Dedace Jasmin Asarak Peter-Jason C. Senarillos Helen A. Casimiro Airon M. Alejandro April Alcala Ruben Evarretta	Cristy C. Epe Basilio P. Mana-ay, Jr. Xavier S. Fuentes Reyzen O. Monserate Jem Boy B. Cabrella Juvy A. Cardines	Richard T. Ortiz	16
Sept. 14 to 16, 2021	R&R	Clarence S. Pillerin Joan M. Niones Tito M. Endrina Neil D. Bongcayao Angel V. Bisaga, Jr. Gemma P. Salanga Qumran M. Loyola Danica Lagunsay	Cristy C. Epe Basilio P. Mana-ay, Jr. Eleser D. Mateo Jem Boy B. Cabrella Juvy A. Cardines	Richard T. Ortiz	14
<b>Total Number of Participants</b>					<b>59</b>

**MATRIX**  
**Workshop on the Preparation and Alignment of Evidentiary Requirements**  
**with the Civil Service Standards**

<b>Date/Time</b>	<b>Core System Involved</b>	<b>Activity</b>	<b>Responsible Person</b>
Aug. 24, 2021 at 8:00am to 12:00nn	RSP	Discussion with Dir. Richard T. Ortiz	Preliminaries – RSP Secretariats Discussion – Dr. Richard T. Ortiz
Aug. 25, 2021 at 8:00am to 5:00pm	RSP	Workshop of Evidentiary Requirements	Preliminaries – RSP Secretariats Workshop – RSP Committee
Aug. 26, 2021 at 8:00am to 12:00pm  Aug. 26, 2021 at 1:00pm to 5:00pm	RSP	Workshop of Evidentiary Requirements  Presentation of Evidentiary Requirements	Workshop – RSP Committee  Preliminaries – RSP Secretariats Presentation – RSP Committee
Aug. 31, 2021 at 8:00am to 12:00nn	PMS	Discussion with Dir. Richard T. Ortiz	Preliminaries – PMS Secretariats Discussion – Dr. Richard T. Ortiz
Sept. 1, 2021 at 8:00am to 5:00pm	PMS	Workshop of Evidentiary Requirements	Preliminaries – PMS Secretariats Workshop – PMS Committee
Sept. 2, 2021 at 8:00am to 12:00pm  Sept. 2, 2021 at 1:00pm to 5:00pm	PMS	Workshop of Evidentiary Requirements  Presentation of Evidentiary Requirements	Workshop – PMS Committee  Preliminaries – PMS Secretariats Presentation – PMS Committee
Sept. 7, 2021 at 8:00am to 12:00nn	L&D	Discussion with Dir. Richard T. Ortiz	Preliminaries – L&D Secretariats Discussion – Dr. Richard T. Ortiz
Sept. 9, 2021 at 8:00am to 5:00pm	L&D	Workshop of Evidentiary Requirements	Preliminaries – L&D Secretariats Workshop – L&D Committee
Sept. 10, 2021 at 8:00am to 12:00pm  Sept. 10, 2021 at 1:00pm to 5:00pm	L&D	Workshop of Evidentiary Requirements  Presentation of Evidentiary Requirements	Workshop – L&D Committee  Preliminaries – L&D Secretariats Presentation – L&D Committee
Sept. 14, 2021 at 8:00am to 12:00nn	R&R	Discussion with Dir. Richard T. Ortiz	Preliminaries – R&R Secretariats Discussion – Dr. Richard T. Ortiz
Sept. 15, 2021 at 8:00am to 5:00pm	R&R	Workshop of Evidentiary Requirements	Preliminaries – R&R Secretariats Workshop – R&R Committee
Sept. 16, 2021 at 8:00am to 12:00pm  Sept. 16, 2021 at 1:00pm to 5:00pm	R&R	Workshop of Evidentiary Requirements  Presentation of Evidentiary Requirements	Workshop – R&R Committee  Preliminaries – R&R Secretariats Presentation – R&R Committee

*Note: The master of ceremony every core system is identified by the Committee Chairperson.*