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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 133, s. 2022

March 10, 2022

SUBMISSION OF THE ACTION PLAN AND THE SECOND SET OF PRIME HRM EVIDENTIARY REQUIREMENTS TO THE CIVIL SERVICE FIELD OFFICE

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

1. In pursuance to the suggestions and recommendations of Civil Service Commission Field Office Director during the Conduct of Review of RSP and PM, and L&D and R&R Evidentiary Requirements conducted on February 15 and 22, 2022, respectively, and the Division's pursuit to apply for PRIME-HRM Maturity Level II recognition/accreditation this Calendar Year 2022, this Office enjoins the PRIME HRM Committees to prepare the Agency's Action Plan and the second set of evidentiary requirements to the Civil Service Commission Field Office.
2. The Action Plan shall be submitted to the Civil Service Commission Field Office on March 11, 2022 (Friday). Hence, the deadline of the submission of Action Plan to the Internal Control Team is at 12:00 NN on the same date. Secretariats of each committee are requested to fill out the google docs provided in this link: <https://tinyurl.com/PRIME-HRMActionPlan>.
3. On the other hand, the submission of the second set of evidentiary requirements to the Civil Service Commission Field Office shall be on March 21, 2022 (Monday). Hence, the deadline of the submission of the edited evidentiary requirements to the Internal Control Team shall be on March 18, 2022 (Friday) to give ample time for packaging with the PRIME HRM secretariats.
4. Chairpersons of the PRIME HRM Committees are requested to comply on or before the set deadline.
5. For your guidance and immediate compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: MAR 11 2022 TIME: 8:18 AM
BY: [Signature]


CRISTY C. EPE
Schools Division Superintendent

