



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
 No. 195, s. 2022

April 6, 2022



**CONDUCT OF FACE-TO-FACE MEETING OF PRIME HRM COMMITTEES  
 WITH CSC PROVINCIAL DIRECTOR**

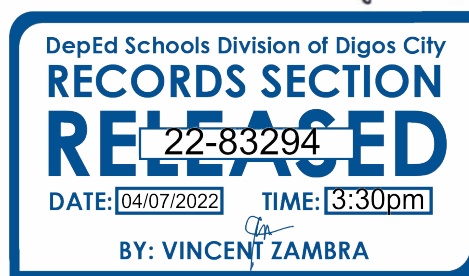
To: Assistant Schools Division Superintendent  
 SGOD and CID Chiefs  
 Section Heads  
 Public Schools District Supervisors  
 Education Program Supervisors  
 PRIME-HRM Committees  
 Division Non-Teaching Personnel  
 All Others Concerned

1. In preparation for the Schools Division Office for our intent to be accredited to PRIME HRM Level II this Calendar Year 2022, this Office informs all PRIME HRM Committees to attend to the Face-to-Face Meeting of PRIME HRM Committees with CSC Provincial Director on Friday, April 8, 2022 from 8:00 AM to 2:00 PM at Ramon Magsaysay Central Elementary School Gymnasium.
2. This face-to-face meeting provides an opportunity for the CSC Provincial Director to:
  - a. Present the lineup of activities to be done by the Schools Division Office while preparing for the evidentiary requirements;
  - b. Offer the comments, suggestions, and recommendations of the submitted evidentiary requirements; and
  - c. Discuss matters such as the preparation of the PRIME HRM primer and manuals and the like.
3. Lunch and morning snack will be served during the meeting.
4. Travel and other incidental expenses incurred in attendance to this face-to-face meeting shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Enclosed in this Division Memorandum are the PRIME HRM Committee Chairpersons, Co-Chairpersons, Members, and Secretariats, the Program Flow of the activity, and Technical Working Group.



6. The following division nurses are requested to be present during the conduct of this face-to-face meeting to ensure observance of minimum health protocol:
  - a. Kristine Marie Y. Bejarin
  - b. Frances Millicent R. Durano
7. Immediate dissemination of this memorandum is desired.

  
**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  
     Francis Jude D. Alcomendras  
     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>• Alnie Ymalay</li> <li>• Sharon Ann Iyog</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> <li>• Cherrie Anne B. Bohol</li> </ul>	<ul style="list-style-type: none"> <li>• April Rose 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 FLOW**

**Face-to-Face Meeting of PRIME HRM Committees with CSC Provincial Director**

April 8, 2022 at 8:00 AM to 2:00 PM

Ramon Magsaysay Central Elementary School Gymnasium

<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
7:30 – 8:30 AM	Checking of Attendance / Registration and Attendance	Committee 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	<b>FRANCIS JUDE D. ALCOMENDRAS</b> Administrative Officer V
9:00 – 9:05 AM	Acknowledgment of Participants	Master of Ceremony
9:05 – 9:20 AM	Message	<b>Cristy C. Epe</b> Schools Division Superintendent
9:20 – 9:30 AM	Coffee Break	
9:30 – 12:00 PM	Meeting Proper	<b>Richard T. Ortiz</b> CSC Field Director
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:00 PM	Workshop	PRIME-HRM Committees

Master of Ceremony:

**APRIL ROSE ALCALA**  
Administrative Officer II

**TECHNICAL WORKING GROUP**  
**Face-to-Face Meeting of PRIME HRM Committees with CSC Provincial Director**  
April 8, 2022 at 8:00 AM to 2:00 PM  
Ramon Magsaysay Central Elementary School Gymnasium

<b>Things to Prepare</b>	<b>Personnel In-Charge</b>
1. Activity Proposal, Activity Request, Purchase Request, and Division Memorandum	Jem Boy B. Cabrella Juvy A. Cardines
2. Certificate of Attendance and Participation	Geraldine Ranara (RSP) Sharon Ann Iyog (PM) Ruben Evarretta (L&D) Danica Lagunsay (R&R) Juvy A. Cardines (Internal Control)
3. Attendance Sheet preparation	Alnie Ymalay Sharon Ann Iyog
4. Tarpaulin and Program lay-out	Ruben Evarretta
5. Audio Visual Presentations of the Preliminaries / Projector In-Charge	Ramel Ayop
6. Master of Ceremony	April Rose Alcala
7. Terminal Activity Report	Qumran M. Loyola
8. Photo documentation (Google drive link: <a href="https://tinyurl.com/photodocsPRIMEHRMmeeting">https://tinyurl.com/photodocsPRIMEHRMmeeting</a> )	Geraldine Ranara Ramel Ayop Alnie Ymalay Sharon Ann Iyog Ruben Evarretta April Rose Alcala Qumran M. Loyola Danica Lagunsay
9. Minutes Taking In-Charge	Geraldine Ranara Danica Lagunsay
10. Hall Preparation and Restoration	Ramon Magsaysay CES teachers led by the School Head, Mr. Mario M. Andales