



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
No. 370, s. 2022

June 10, 2022

**COMPOSITION OF DEPED DIGOS CITY DIVISION PRIME HRM PRIMER DEVELOPMENT COMMITTEE AND THE CONDUCT OF WORKSHOP AND VIRTUAL MEETING FOR THE DEVELOPMENT OF THE PRIME HRM PRIMER**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Section Heads  
Division Personnel

1. In relation to the strategic direction of the Schools Division Office to be accredited for PRIME HRM Maturity Level II this October 2022, this Office composes the DepEd Digos City Division PRIME HRM Primer Development Committee, to wit:

- Chairperson: Jem Boy B. Cabrella
- Co-Chairperson: Clarence S. Pillerin
- Members:
  - a. Xavier S. Fuentes (Internal Control)
  - b. Myhrra Faye L. Bontia (RSP/HR)
  - c. Gervasio R. Salinas, Jr. (PM)
  - d. Cherrie Anne B. Bohol (L&D)
  - e. Joan M. Niones (R&R)

Secretariat: Ruben Evarretta

2. The PRIME HRM Primer Development Committee shall perform the following duties and responsibilities:
  - a. Attend the conduct of the workshop/s on the PRIME HRM Primer development and its finalization;
  - b. Develop and finalize the PRIME HRM Primer of DepEd Digos City Division; and
  - c. Provide mechanism and access to all teaching and non-teaching personnel in the school and division levels for the widest dissemination of the DepEd Digos City Division PRIME HRM Primer.
3. Workshop on the Development of PRIME HRM Primer to be participated by the above-mentioned eight (8) development committee members shall be conducted on June 23, 2022 from 8:00 AM to 5:00 PM. The venue of the workshop shall be announced later.
4. The committee is required to bring a laptop, printer, and extension wire during the development.



5. A virtual meeting prior to the development of the PRIME HRM Primer shall be conducted on June 15, 2022 at 1:00 to 2:30 PM through google meet with the link: <https://meet.google.com/hhe-wtgd-xir>.
6. Tasks of the development committee before, during, and after the workshop are indicated in Enclosure 1.
7. Travel and other incidental expenses incurred in attendance to the workshop shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.

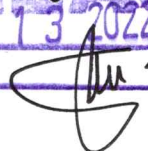
FOR AND IN THE ABSENCE OF  
THE SCHOOLS DIVISION SUPERINTENDENT

**CRISTY C. EPE**  
Schools Division Superintendent

  
**BEVERLY S. DAUGDAUG, Ed.D.**  
CHIEF, CURRICULUM IMPLEMENTATION DIVISION

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DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-86391  
DATE: JUN 13 2022 TIME: 1:28 PM  
BY: 

**TASKS OF THE DEVELOPMENT COMMITTEE BEFORE,  
DURING AND AFTER THE WORKSHOP  
JUNE 23, 2022 (VENUE TO BE ANNOUNCED)**

<b>No.</b>	<b>Particulars 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	Certificates of Attendance and Participation	Ruben Evarretta
3	Attendance Sheet Preparation	Ruben Evarretta
4	Tarpaulin and Program Lay-out	Ruben Evarretta
5	AVP of the Preliminaries/ Projector In-Charge	Ruben Evarretta
6	Master of Ceremony	Gervasio R. Salinas, Jr.
7	Terminal Activity Report	Ruben Evarretta
8	Photodocumentation	All Committee Members
9	Hall Preparation and Restoration	Venue/Winning Bidder
10	Development of DepEd Digos City PRIME HRM Primer	Chairperson, Co-Chairperson, and Members
11	Proofreading	Gervasio R. Salinas, Jr. Joan M. Niones
12	Giving of comments and suggestions	Clarence S. Pillerin