



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2022- 016

To : Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Unit/Section Heads  
Public Schools District Supervisors  
Education Program Supervisors  
PRIME-HRM Committees  
All Other Division Personnel

Subject : **REITERATION ON THE SUBMISSION OF THE DEPED DIGOS CITY  
DIVISION PRIME-HRM EVIDENTIARY REQUIREMENTS**

Date : August 22, 2022

In relation to the strategic direction of the Schools Division Office to be subjected for PRIME HRM Maturity Level II this October 17 to 21, 2022, this Office reiterates the submission of the scanned copies of evidentiary requirements (in soft copy) by PRIME HRM Committees to the google drive link from the Office of the Schools Division Superintendent (OSDS) on or before August 29, 2022:

<https://tinyurl.com/DepEdDigosDivisionPRIME-HRMERs>

Furthermore, secretariats of the PRIME-HRM committees are advised to disregard all other google drive links previously provided ensuring that the ERs are placed in a unique and distinct google drive.

For information, guidance and compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

Enclosed: As stated.

CID/jbc





DepEd Schools Division of Digos City  
RECORDS SECTION

RECEIVED 83397  
DATE: APR 11 2022 TIME: 11:23am  
BY: [Signature]

January 25, 2022

**CRISTY C. EPE, CESE**  
Schools Division Superintendent  
Department of Education – Division of Digos City  
8002 Digos City

Subject: Letter – PRIME-HRM Assessment  
Reference No.: CSCROXIPSED20220125145CA0

Dear Superintendent Epe:

Pursuant to the recommendation of Dir. Richard T. Ortiz, Director II, CSCFO – Davao del Sur, the Civil Service Commission will conduct an **ONLINE ASSESSMENT on October 17-21, 2022** in your agency to validate your readiness for the PRIME-HRM Maturity Level II Accreditation.

The assessment team will be composed of the following CSC Regional Office staff:

1. Danilo Jessie B. Dumandagan – Team Leader
2. Yvette E. Monarca – Document Validator
3. Suzanne S. Misagal – Support Assessor
4. CVLLumba – Support Assessor
5. Nathan James A. Hierro – Support Assessor

At the start of the assessment, the assessors will meet with your team to discuss the Assessment Plan. Mr. Dumandagan will be coordinating with your office on your availability.

Moreover, please be reminded that your HR Team has to submit the required PRIME-HRM Level II Evidence Requirements (arranged per system, pillar and pillar elements) in google drive thru [cscro11@yahoo.com](mailto:cscro11@yahoo.com) copy furnished [ro11.psed@psc.gov.ph](mailto:ro11.psed@psc.gov.ph) on or before **August 29, 2022**. In addition to the Evidence Requirements is the attached list of documents that needs to be prepared.

Should you have concerns or need assistance, you may contact Dir. Richard T. Ortiz at 082-227-3092 to help you.

We look forward to a successful PRIME-HRM Assessment.

Thank you.

Very truly yours,

**ADAMS D. TORRES, CESO IV**  
Director IV

PSID: DDBD/sem  
Onsite assessment notice: Igumabun 2022

Copy Furnished:

**RICHARD T. ORTIZ**  
Director II  
CSCFO – Davao del Sur  
8002 Digos City

**Bawat Kawani, Lingkod Bayani**

The following documents/photos will form part of the PRIME-HRM Online Assessment. Please add one folder in the google drive with the file name (OTHER DOCUMENTS) and submit on or before the first day of assessment.

1. Agency Mandate, Vision, Mission & Strategic Goals
2. Organizational Chart (photo of location)
3. Functional Chart (photo of location)
4. CS Laws, Rules, Memo Circulars (photo of data filer or folder)
5. Agency HR policies and procedures (any memo on office policies)
6. DBM/COA/Other Agency Policies (photo of data filer or folder)
7. Physical Fitness Program (photo and memorandum/guidelines)
8. Policy on Working Conditions at the Workplace
9. Smoking prohibition based on 100% Smoke Free Environment Policy (photo of location and memorandum)
10. Drug Free in the Workplace (photo of location and memorandum)
11. System to address grievance (any memo)
12. Grant of Step Increment (any data)
13. Grant of Loyalty Incentive - PRAISE (any data)
14. Registered Employees Association
15. Accredited Employees Association
16. Agency's Collective Negotiation Agreement
17. Latest approved plantilla of personnel
18. Latest updated service record (2 personnel)
19. Approved/Dis-approved leave applications (1 personnel per type of leave)
  - Entitlement to Leave Benefits
    - A. Vacation Leave
    - B. Sick Leave
    - C. Force Leave
    - D. Special Privilege Leave
    - E. Monetization of Leave Credits
    - F. Solo Parent Leave
    - G. VAWC Leave
    - H. Gynecology Leave
    - I. Special Leave (Calamity Leave)
    - J. Paternity Leave
    - K. Maternity Leave
    - L. Study Leave
    - M. Rehabilitation Privilege
    - N. Compensatory Time-Off in lieu of Overtime Pay