



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2022- 017

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 : **CONDUCT OF VIRTUAL MEETING OF PRIME-HRM COMMITTEES AND  
INTERNAL CONTROL TEAM WITH ASDS AND SDS**

Date : August 23, 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 directs all PRIME-HRM Committees for a Virtual Meeting of PRIME-HRM Committees and Internal Control Team with Assistant Schools Division Superintendent (ASDS) and Schools Division Superintendent (SDS) on August 25, 2022 from 9:00 AM to 10:30 AM with the google meet link: <https://meet.google.com/ajg-yrow-pru>.

Chairpersons of the four (4) HRM core systems and Internal Control Team are requested to prepare a report, re: update of the submission of the PRIME-HRM evidentiary requirements to the CSC Regional Office XI.

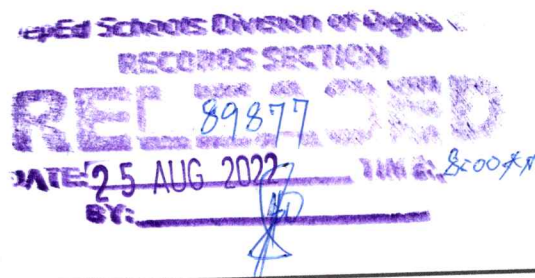
Likewise, the Administrative Officer V is requested to present the update of the submission of the additional requirements from the Human Resource Management Office (HRMO) as identified in the letter of the former Director IV Adams D. Torres, CESO IV dated January 25, 2022.

For information, guidance and compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

Enclosed: As stated.

CID/jbc





Unified Schools Division of Digos City  
RECORDS SECTION



RECEIVED 83397

DATE: APR 11 2022 TIME: 11:23am

BY: Ag.

January 25, 2022

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

Subject: Letter – PRIME-HRM Assessment  
Reference No.: CSCROXIPSEID202201251/45CA0

Dear Superintendent Epe:

Pursuant to the recommendation of Dir. Richard I. Ortiz, Director II, CSFO – 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. CVL Lumba – 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 [esrc@ladyraha.com](mailto:esrc@ladyraha.com) copy furnished [roll.ped@csce.gov.ph](mailto:roll.ped@csce.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 I. 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

PS: D. TORRES  
Chief Assessor-in-Chief, Evaluation 2022

Copy furnished:

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

**Bawat Kawani, Lingkod Bayani**

Declarand Drive, Malinao, Davao City 8000

(082) 2901726/2577

(082) 2993118

esce@1@yahoo.com

www.csc.gov.ph

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