



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
No. 526, s. 2022

August 4, 2022

**ADDITIONAL PARTICIPANTS FOR THE FINALIZATION OF  
DEPED DIGOS CITY DIVISION PRIME HRM PRIMER**


To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Selected Elementary and Secondary Teachers

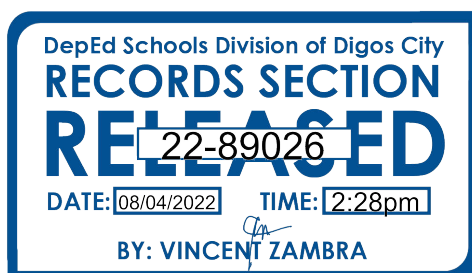
1. In relation to the strategic direction of the Schools Division Office to subject for PRIME HRM Maturity Level II Accreditation this October 17 to 21, 2022 and in line with Division Memorandum No. 447, s. 2022, titled "Conduct of the Development and Finalization of DepEd Digos City Division PRIME HRM Primer," this Office directs the following teachers to attend to the Finalization of DepEd Digos City Division PRIME HRM Primer at Don Mariano Marcos Elementary School on August 5, 2022 from 8:00 AM to 5:00 PM:

Teacher	School	Role
1. Thonver Sampaga	Kapatagan NHS	Layout artist for photoshop
2. Jay Mark Alocelja	Don Mariano Marcos ES	Layout artist for in design
3. Marlou Samontina	Kapatagan NHS	Graphics designer
4. Lorelei Gorgonio	Digos City CES	Language editor
5. Ma. Regina Robante	Aplaya Elem. School	Language editor

2. The abovementioned teachers are requested to bring laptop and extension wire during the workshop.
3. Teacher participants are entitled to service credits for the services rendered in the attendance to the said workshop. Such privilege is in accordance with DepEd Order No. 53, s. 2003 on "Updated Guidelines on Vacation Service Credits to Teachers."
4. Strict adherence to national and local IATF safety protocols must be observed at all time by participants during the conduct of the activity.
5. For information, guidance and compliance.

For and in the absence of the  
Schools Division Superintendent

  
**BASILIO P. MANA-AY, JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge





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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
No. 477, s. 2022

July 21, 2022

**CONDUCT OF THE DEVELOPMENT AND FINALIZATION OF DEPED  
DIGOS CITY DIVISION PRIME HRM PRIMER**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Section Heads  
Selected 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 directs the reconstituted committee composed of division personnel to attend to the Development and Finalization of DepEd Digos City Division PRIME HRM Primer:

		Alternate
Chairperson:	Gervasio R. Salinas, Jr.	
Co-Chairperson:	Clarence S. Pillerin	
Members:		
RSP/HR	Francis Jude D. Alcomendras	Myhrra Faye L. Bontia
PM	Gervasio R. Salinas, Jr.	
L&D	Cherrie Anne B. Bohol	
R&R	Joan M. Niones	Tito M. Endrina
Internal Control	Xavier S. Fuentes	Jem Boy B. Cabrella
Secretariat:	Ruben Evarretta	

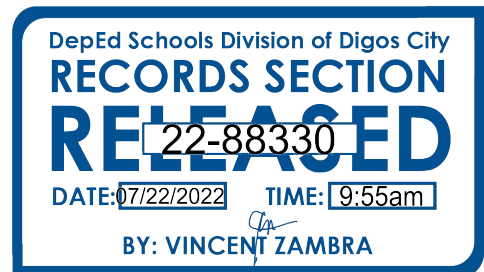
2. The Development and Finalization of DepEd Digos City Division PRIME HRM Primer shall be held on the July 22, 2022 and August 5, 2022, respectively at Don Mariano Marcos Elementary School, Digos City.
3. This Office reiterates that the PRIME HRM Primer Development Committee shall perform the following 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.
4. The committee shall bring a laptop, printer, and extension wire during the development.



5. Tasks of the development committee before, during, and after the workshop are indicated in Enclosure 1.
6. Travel and other incidental expenses incurred in attendance to the workshops shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.



**CRISTY C. EPE**  
Schools Division Superintendent



**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
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	Don Mariano Marcos ES Teachers
10	Development and Finalization of DepEd Digos City PRIME HRM Primer	Chairperson, Co-Chairperson, and Members
11	Proofreading	Clarence S. Pillerin Gervasio R. Salinas, Jr. Joan M. Niones Tito M. Endrina
12	Giving of comments and suggestions	Clarence S. Pillerin

Prepared by:

  
**JEM BOY B. CABRELLA, PhD**  
Division PRIME HRM Focal