



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 CID-2022- 061

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

Subject : **CHANGE OF THE SCHEDULE FOR THE IN-PERSON ORIENTATION ON PRIME-HRM TO TEACHING AND NON-TEACHING WORKFORCE OF SCHOOLS FROM MT. APO DISTRICT**

Date : September 26, 2022

In relation to the strategic direction of the Schools Division Office to be subjected for PRIME HRM Maturity Level II Accreditation this October 17 to 21, 2022, this Office informs identified participants of the change of the schedule for the In-Person Orientation on PRIME-HRM to Teaching and Non-Teaching Workforce of Schools from Mt. Apo District to be held at Rizal Central Elem. School:

| FROM: | CHANGED TO: |
|----------------------------------|-----------------------------------|
| September 29, 2022 at 1:00 PM | September 29, 2022 at 11:00 AM |

All other provisions of CID-2022-002 remain in effect.

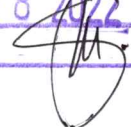
For information, guidance and compliance.


CRISTY C. EPE

Schools Division Superintendent

Handwritten initials

JepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 22-90974
 DATE: SEP 28 2022 TIME: 10:45 am
 BY: 

Enclosed: As stated.

CID/jbc





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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2022-002

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

Subject : **CONDUCT OF IN-PERSON ORIENTATION ON PRIME-HRM TO TEACHING AND NON-TEACHING WORKFORCE**

Date : September 14, 2022

In relation to the strategic direction of the Schools Division Office to be subjected for PRIME HRM Maturity Level II Accreditation this October 17 to 21, 2022, this Office directs identified participants to attend to the Orientation on PRIME-HRM to Teaching and Non-Teaching Workforce with the following details per district:

| District | Date | Time | Venue |
|-------------------|----------------|-----------------------|---------------------------------|
| Digos Occidental | Sept. 22, 2022 | 8:00 AM – 12:00 NN | Digos City Central Elem. School |
| Digos South | Sept. 22, 2022 | 1:00 PM – 5:00 PM | Igpit Elem. School |
| Secondary Schools | Sept. 23, 2022 | 8:00 AM – 12:00 NN | Digos City National High School |
| Digos Oriental | Sept. 23, 2022 | 1:00 PM – 5:00 PM | Don Mariano Marcos Elem. School |
| Mt. Apo | Sept. 29, 2022 | 1:00 PM – 5:00 PM | Rizal Central Elem. School |

Participants of this in-person orientation on PRIME-HRM are all teaching and the non-teaching personnel in the school level.

PRIME-HRM Committee Chairpersons/Co-Chairpersons are requested to present the process flow and its timelines, templates, and other important details of the four (4) HRM core systems. Human Resource Management Officer is likewise asked to present HRMO matters. PRIME-HRM Secretariats are requested to attend to the in-person orientation.



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
 (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
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 www.depeddigoscity.org | digos.city@deped.gov.ph

Travel and other incidental expenses incurred by the teaching and non-teaching personnel from the school level in attendance to the activity shall be charged against school MOOE/local funds while those incurred by the personnel from the schools division office shall be charged against division MOOE/local funds, all subject to the usual accounting and auditing rules and regulations.

Enclosed in the Division Memorandum are the flow of the program for the conduct of orientation on PRIME-HRM and the list of PRIME-HRM committees who are invited to join and participate the activity.

For information, guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent



Enclosed: As stated.

CID/jbc

DepEd Schools Division Office - Digos City
90976
DATE: 15 SEP 2022
BY: 