



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2022-068

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

Subject : **CONDUCT OF PRIME-HRM ACTIVITIES FOR OCTOBER 2022**

Date : October 3, 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 all identified participants for the conduct of PRIME-HRM Activities for October 2022, to wit:

No.	Activity	Date and Time	Venue	No. of Participants	Identified Participants
1	Cluster Discussion with Guide Questions for SDO Personnel	Oct. 4, 2022 from 8:00 AM to 11:30 AM	Gloria's Function Hall	108 participants	SDO Personnel (Enclosure 1)
2	Management and Finalization of PRIME-HRM Hard Copy Files	Oct. 5, 2022 from 1:00 PM to 5:00 PM	SDO	47 participants	PRIME-HRM Committees (Enclosure 2)
3	Isolation of Identified Interviewees for Intensified Preparation	Oct. 12 to 13, 2022 from 8:00 AM to 5:00 PM	To be announced	40 participants	Interviewees identified by the CSC Regional Office XI (To be announced)
4	Onsite Visit	Oct. 17 to 21, 2022 from 8:00 AM to 5:00 PM	DICNHS-AVR	20 to 30 participants per day	Identified Interviewees, PRIME-HRM Committees, and HRMO (To be announced)

Lists of participants and the program flow for cluster discussion with guide questions for SDO personnel are indicated in Enclosures 1 to 3.




Skeletal workforce shall be retained at the Office during the Cluster Discussion with Guide Questions for SDO Personnel in the morning of October 4, 2022. PRIME-HRM secretariats are requested to prepare powerpoint presentation for cluster discussion using the guide questions in PRIME-HRM Primer. Further, writers of Primer are requested to present.

Travel and other incidental expenses incurred in attendance to the PRIME-HRM Activities for October 2022 and in compliance to all documents and evidentiary requirements including exhibits shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

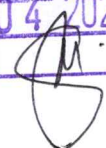
For information, guidance and compliance.

For and in the absence of the  
Schools Division Superintendent

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

Enclosed: As stated.

CID/jbc

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
22-91768  
DATE: OCT 04 2022 TIME: 9:03AM  
BY: 





**Enclosure 1 of DM-CID-2022-202****List of Participants for Cluster Discussion with Guide Questions for SDO Personnel  
October 4, 2022 from 8:00 AM to 11:30 AM****A. LIST OF NON-TEACHING PERSONNEL AS OF JANUARY 14, 2022**

No.	NAME	Position	Office/School
1	Epe, Cristy C.	SDS	OSDS
2	Mana-Ay Jr., Basilio P.	ASDS	OSDS
3	Arnaez-Llaban, Clarisse Joy C.	Attorney III	OSDS
4	Misal, Noreliza A.	Accountant III	OSDS
5	Pascual, Stephen R.	Information Technology Officer I	OSDS
6	Alcomendras, Francis Jude D.	Administrative Officer V	OSDS
7	Tambilawan, Neptune L.	Administrative Officer V	OSDS
8	Bontia, Myhraa Faye L.	Administrative Officer IV	OSDS
9	Chiong, Aleli M.	Administrative Officer IV	OSDS
10	De Mesa, Rofelia T.	Guidance Coordinator II	CID
11	Diamante, Rosario B.	Administrative Officer IV	OSDS
12	Mara-asin, Guy R.	Administrative Officer II	OSDS
13	Ranollo, Marcelino E.	Administrative Officer IV	OSDS
14	Alcaide, Roseter C.	Administrative Assistant III	OSDS
15	Asarak, Sheena A.	Administrative Officer II	OSDS
16	Dealgue, Mary Ann I.	Administrative Assistant III	OSDS
17	Escalona, Heidi B.	Administrative Officer II	OSDS
18	Gayud, Rotsen Ray N.	Administrative Assistant III	OSDS
19	Iyog, Sharon Ann S.	Administrative Assistant III	OSDS
20	Loma, Aljun Jay A.	Administrative Assistant III	OSDS
21	Marata, Evangeline B.	Administrative Assistant III	OSDS
22	Nahine, Jona Moilereen M.	Administrative Assistant III	OSDS
23	Obenza, Merlyn E.	Administrative Assistant III	OSDS
24	Pantonial, Renante A.	Administrative Assistant III	OSDS
25	Pius, Genie Delos R.	Administrative Assistant III	OSDS
26	Repollo, Arlen D.	Administrative Assistant III	OSDS
27	Rosalita, Mary Sol S.	Administrative Assistant III	OSDS
28	Salazar, Maria Leonora P.	Administrative Officer II	OSDS
29	Zambra, Vincent S.	Administrative Assistant III	OSDS
30	Arriate, Ruby F.	Administrative Assistant II	OSDS
31	Estomo, Joel E.	Administrative Assistant II	OSDS
32	Tabalba, Ethel M.	Administrative Assistant II	OSDS
33	Duran, Ina Abigail A.	Administrative Assistant I	OSDS
34	Cabardo, Daynie Beth D.	Administrative Assistant III	OSDS
35	Escaner, Gwendolyn Mara L.	Administrative Aide VI	OSDS
36	Evarretta, Karyl A.	Administrative Aide VI	OSDS
37	Ibañez, Marieflor E.	Administrative Aide VI	OSDS
38	Moral, Catherine N.	Administrative Aide VI	OSDS
39	Espacio, Dominador O.	Administrative Aide IV	OSDS
40	Vendiola, Ricardo V.	Administrative Aide I	OSDS





41	Daugdaug, Beverly S.	Chief Education Supervisor	CID
42	Endrina, Tito M.	Education Program Supervisor	CID
43	Cabrella, Jem Boy B.	Education Program Supervisor	CID
44	Tabanao, Mary Glor D.	Education Program Supervisor	CID
45	Salanga, Gemma P.	Education Program Supervisor	CID
46	Jasmin, Luzminda B.	Education Program Supervisor	CID
47	Cadungog, Mishel C.	Education Program Supervisor	CID
48	Salinas Jr., Gervasio R.	Education Program Supervisor	CID
49	Niones, Joan M.	Education Program Supervisor	CID
50	Bisaga, Angel V.	Education Program Supervisor	CID
51	Nieves, Ronilyn P.	Education Program Supervisor	CID
52	Lucero, Jessica G.	Public Schools District Supervisor	CID
53	Casimiro, Helen A.	Public Schools District Supervisor	CID
54	Juezan, Ida I.	Public Schools District Supervisor	CID
55	Bongcayao, Neil D.	Public Schools District Supervisor	CID
56	Fortun, Mary Joy B.	Public Schools District Supervisor	CID
57	Alde, Ferna Renira T.	Public Schools District Supervisor	CID
58	Oliva, Cherry Rossette E.	Public Schools District Supervisor	CID
59	Pillerin, Clarence S.	Public Schools District Supervisor	CID
60	Cataluña, Ely G.	Public Schools District Supervisor	CID
61	Peñas, Patriotiso O.	Public Schools District Supervisor	CID
62	Rebosquillo, Marjun B.	Education Program Specialist II	CID
63	Timon, Elvie E.	Education Program Specialist II	CID
64	Comaingking, Juvy A.	Librarian II	CID
65	Robiños, Myleen C.	Project Development Officer II	CID
66	Mayonila, Adelyn P.	Administrative Aide VI	CID
67	Alejandro, Airon M.	Planning Officer III	PRME
68	Mateo, Eleser D.	Senior Education Program Specialist	PRME
69	Asarak, Jasmine A.	Dentist II	SGOD
70	Bohol, Cherrie Anne B.	Education Program Supervisor	SGOD
71	Dalope, Myracel J.	Dentist II	SGOD
72	Dandoy, Ireene P.	Nurse II	SGOD
73	Dedace, Ronald B.	Senior Education Program Specialist	SGOD
74	Escabillas, Hazel Marie L.	Nurse II	SGOD
75	Franconas, Helen N.	Engineer III	SGOD
76	Gomito, Joel B.	Nurse II	SGOD
77	Monserate, Reyzen O.	Education Program Specialist	SGOD
78	Oliver, Sollie B.	Chief Education Supervisor	SGOD
79	Peñas, Dhelmie Christine S.	Nurse II	SGOD
80	Sanoy, Daissy Jane P.	Nurse II	SGOD
81	Senarillos, Peter-Jason C.	Senior Education Program Specialist	SGOD
82	Uy, Cecile C.	Education Program Specialist II	SGOD
83	Alcala, April Rose A.	Administrative Officer II	Elementary
84	Beterbo, Marrichu C.	Administrative Officer II	Elementary
85	Cardines, Juvy A.	Administrative Officer II	Elementary
86	Castanares, Mark V.	Administrative Officer II	Elementary



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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87	Evaretta, Ruben	Administrative Officer II	Elementary
88	Lagunsay, Danica A.	Administrative Officer II	Elementary
89	Loyola, Qumran M.	Administrative Officer II	Elementary
90	Moral, Claire Marriz N.	Administrative Officer II	Elementary
91	Rabaya, Bonafe Cathrine B.	Administrative Officer II	Elementary
92	Ranara, Geraldine M.	Administrative Officer II	Elementary
93	Solon, Helena O.	Administrative Officer II	Elementary
94	Ymalay, Alnie Fe V.	Administrative Officer II	Elementary
95	Gonzales, Giselle D.	Administrative Assistant III	Elementary
96	Bengil, Jessrael T.	Administrative Assistant III	Elementary
97	Ebol, Danilo Jr. M.	Administrative Assistant III	Elementary
98	Calva, Ethel D.	Administrative Assistant II	Elementary
99	Espacio, Christy Maximarie M.	Administrative Assistant II	Elementary
100	Barotoc, Narelhind B.	Administrative Assistant II	Elementary
101	Ortiz, Manne James R.	Administrative Assistant II	Matti NHS
102	Baritua, Janice C.	Administrative Assistant III	Kapatagan NHS
103	Enanoria, May Abeguil L.	Administrative Assistant II	Kapatagan NHS
104	Bacamante, Ramel R.	Administrative Assistant II	Ruparan NHS
105	Bejarin, Kristin Marie Y.	Nurse II	SHS in Digos City
106	Durano, Frances Millicent R.	Nurse II	SHS in Digos City
107	Gloria, Norbelith D.	Administrative Assistant II	SHS in Digos City
108	Lapaz, Zoraya D.	Registrar I	SHS in Digos City
109	Maravilles, Jose Israel M.	Project Development Officer I	SHS in Digos City
110	Posadas, Julie Ann N.	Project Development Officer I	SHS in Digos City



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**PRIME HRM COMMITTEES**

**Steering Committee**

Chairperson: Cristy C. Epe  
 Co-Chairperson: Basilio P. Mana-ay, Jr.  
 Members:  
     Beverly S. Daugdaug  
     Sollie B. Oliver  
     Francis Jude D. Alcomendras  
     Clarence S. Pillerin  
     Jem Boy B. Cabrella  
 Secretariat: Juvy A. Cardines

**Internal Control Committee**

Chairperson: Jem Boy B. Cabrella  
 Co-Chairperson: Clarence S. Pillerin  
 Members:  
     Xavier S. Fuentes  
     Eleser D. Mateo  
     Reyzen O. Monserate  
 Secretariat: Juvy A. Cardines

Committee	Chairperson	Co-Chairperson	Members	Secretariat
Recruitment, Selection and Placement (RSP)	Francis Jude D. Alcomendras	Myhrra Faye L. Bontia	<ul style="list-style-type: none"> <li>• Cherry Rossette E. Oliva</li> <li>• Ronilyn P. Nieves</li> <li>• Ferna Renira T. Alde</li> <li>• Ely G. Cataluña</li> </ul>	<ul style="list-style-type: none"> <li>• Geraldine Ranara</li> <li>• Daynie Beth Cabardo</li> </ul>
Performance Management System (PMS)	Beverly S. Daugdaug	Luzminda B. Jasmin	<ul style="list-style-type: none"> <li>• Patriotiso O. Peñas</li> <li>• Jessica G. Lucero</li> <li>• Mary Joy D. Fortun</li> <li>• Gervasio R. Salinas, Jr.</li> <li>• Mary Glor D. Tabanao</li> </ul>	<ul style="list-style-type: none"> <li>• Alnie Ymalay</li> <li>• Sharon Ann Iyog</li> </ul>
Learning and Development (L&D)	Sollie B. Oliver	Ida I. Juezan	<ul style="list-style-type: none"> <li>• Ronald B. Dedace</li> <li>• Jasmin Asarak</li> <li>• Peter-Jason C. Senarillos</li> <li>• Helen A. Casimiro</li> <li>• Airon M. Alejandro</li> <li>• Cherrie Anne B. Bohol</li> </ul>	<ul style="list-style-type: none"> <li>• April Rose Alcala</li> <li>• Ruben Evarretta</li> </ul>
Rewards and Recognition (R&R)	Clarence S. Pillerin	Joan M. Niones	<ul style="list-style-type: none"> <li>• Tito M. Endrina</li> <li>• Neil D. Bongcayao</li> <li>• Angel V. Bisaga, Jr.</li> <li>• Gemma P. Salanga</li> </ul>	<ul style="list-style-type: none"> <li>• Qumran M. Loyola</li> <li>• Danica Lagunsay</li> </ul>



**FLOW OF THE PROGRAM**  
**CLUSTER DISCUSSION WITH GUIDE QUESTIONS FOR SDO PERSONNEL**  
**October 4, 2022 from 8:00 to 11:30 AM**

Opening Program

Prefatories -----	AVP
Opening Remarks -----	Basilio P. Mana-ay, Jr., EdD Asst. Schools Division Superintendent
Message -----	Cristy C. Epe Schools Division Superintendent

Discussion on Guide Questions in the PRIME-HRM Primer

- Overview of PRIME-HRM
- Recruitment, Selection and Placement
- Performance Management System
- Learning and Development
- Rewards and Recognition

Acknowledgement/Closing Remarks ----- Jem Boy B. Cabrella, PhD  
Division PRIME-HRM Focal

Masters of Ceremony

**April Rose Alcalá**  
Administrative Officer II

