



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2022- 073

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  
 All Other Division Personnel

Subject : **CHANGES OF THE NUMBER OF PARTICIPANTS OF THE  
 MANAGEMENT AND FINALIZATION OF PRIME-HRM HARD COPIES**

Date : October 4, 2022

In relation to the Division Memorandum CID-2022-068 entitled "Conduct of PRIME-HRM Activities for October 2022," this Office informs all PRIME-HRM Committees that the number of participants for the Management and Finalization of PRIME-HRM Hard Copy Files to be conducted at the Schools Division Office on October 5, 2022 from 1:00 PM to 5:00 PM be changed from 47 participants to 15 participants with the following details, to wit:

Committee/ Team/ Office	No. of Participants	Suggested Participants
RSP/HRMO	4	1 Chair, 1 Co-Chair and 2 RSP Secretariats
PM	3	1 Chair/Co-Chair and 2 PM Secretariats
L&D	3	1 Chair/Co-Chair and 2 L&D Secretariats
R&R	3	1 Chair/Co-Chair and 2 R&R Secretariats
Internal Control Team	2	1 Chair and 1 Internal Control Team Secretariat
<b>TOTAL</b>	<b>15</b>	

All other provisions of the Division Memorandum CID-2022-068 remain in effect.

For information, guidance and compliance.

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**  
 Enclosed: As stated  
 DATE: OCT 10 2022 TIME: 1:21 AM  
 BY:

**CRISTY C. EPE**  
 Schools Division Superintendent

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-2022-068

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: 