



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

October 11, 2022

DIVISION MEMORANDUM

No. 593 s. 2022

LIST OF PARTICIPANTS, VENUE AND CHANGES OF DATES FOR THE ISOLATION OF IDENTIFIED INTERVIEW RESPONDENTS FOR INTENSIVE PREPARATION OF PRIME-HRM MATURITY LEVEL II ACCREDITATION

To : Assistant Schools Division Superintendents
CID and SGOD Chiefs
All Other Division Personnel
School Heads of Public and Private Elementary
and Secondary Schools

1. In relation to the Division Memorandum CID-2022-068 entitled "Conduct of PRIME-HRM Activities for October 2022, this Office informs all identified participants that the venue for the Isolation of Identified Interviewees for Intensive Preparation of PRIME-HRM Maturity Level II Accreditation shall be at Digos City Central Elementary School, Rizal Avenue, Digos City to be conducted on October 12 and 14, 2022 from 8:00 AM to 5:00 PM.
2. All speakers, identified interview respondents for PRIME-HRM Maturity Level II Accreditation, and technical working group are required to attend.
3. The flow of the program, the list of participants, and the technical working group are enclosed in this Division Memorandum.
4. All other provisions of the Division Memorandum CID-2022-068 remain in effect.
5. For information, guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent

Enclosed: As stated.

Reference: CID-2022-068
To be indicated in the Perpetual Index
under the following subjects:

PRIME-HRM

ISOLATION

ACCREDITATION

CID/jbc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Enclosure 1 of DM No. 593, s. 2022

**ISOLATION OF IDENTIFIED INTERVIEW RESPONDENTS FOR INTENSIVE PREPARATION
FOR THE PRIME-HRM MATURITY LEVEL II ACCREDITATION**

PROGRAM

Day 1 – October 12, 2022

7:00 – 8:00 AM	–	Registration	
8:01 – 9:00 AM	–	Opening Program <i>Prefatories</i> <i>Opening Remarks/</i> <i>Acknowledgment of Participants</i>	AVP Francis Jude D. Alcomendras Administrative Officer V
		<i>Message</i>	<i>Cristy C. Epe</i> <i>Schools Division</i>

Superintendent

Orientation Proper

9:01 – 10:00 AM	–	<i>Overview of PRIME-HRM</i>	<i>Jem Boy B. Cabrella, PhD</i>
10:01 – 10:15 AM	–	<i>Health Break</i>	
10:16 – 12:00 NN	–	<i>RSP Process Flows, Templates</i> <i>and other Important Details</i> <i>RSP Guide Questions</i>	<i>Francis Jude D. Alcomendras</i> <i>Myhrra Faye C. Llanos</i>
12:01 – 1:00 PM	–	<i>Lunch Break</i>	
1:01 – 2:15 PM	–	<i>PM Process Flows, Templates</i> <i>and other Important Details</i> <i>PM Guide Questions</i>	<i>Beverly S. Daugdaug, EdD/</i> <i>Luzminda B. Jasmin/</i> <i>Gervasio R. Salinas, Jr., PhD</i>
2:16 – 3:30 PM	–	<i>L&D Process Flows, Templates</i> <i>and other Important Details</i> <i>L&D Guide Questions</i>	<i>Sollie B. Oliver, JD, MATE/</i> <i>Ronald B. Dedace/</i> <i>Cherrie Anne B. Bohol</i>
3:31 – 3:40 PM	–	<i>Health Break</i>	
3:41 – 5:00 PM	–	<i>R&R Process Flows, Templates</i> <i>and other Important Details</i> <i>R&R Guide Questions</i>	<i>Clarence S. Pillerin, EdD</i> <i>Joan B. Niones, EdD</i>

Day 2 – October 14, 2022

7:00 – 8:00 AM	–	Registration	
8:01 – 8:30 AM	–	Management of Learning <i>Opening Prayer</i> <i>Significant Learning</i>	AVP <i>Selected participant</i>



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9:01 – 10:00 AM	–	<i>Tips</i>	<i>Richard T. Ortiz</i>
10:01 – 10:15 AM	–	<i>Health Break</i>	
10:16 – 12:00 NN	–	<i>Sample Questions during the PRIME-HRM Maturity Level II Accreditation</i>	<i>Richard T. Ortiz</i>
12:01 – 1:00 PM	–	<i>Lunch Break</i>	
1:01 – 3:30 PM	–	<i>Mock Interview/ Evaluation of Responses</i>	<i>Richard T. Ortiz</i>
3:31 – 3:45 PM	–	<i>Health Break</i>	
3:46 – 4:30 PM	–	<i>Evaluation of Responses</i>	
4:31 – 5:00 PM	–	<i>Closing Program Giving of Certificates to the Speakers Acknowledgement</i>	<i>Emcee Jem Boy B. Cabrella, PhD</i>

Master of Ceremony:

April Rose Alcala
Administrative Officer II



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**ISOLATION OF IDENTIFIED INTERVIEW RESPONDENTS FOR INTENSIVE PREPARATION
FOR THE PRIME-HRM MATURITY LEVEL II ACCREDITATION**

LIST OF PARTICIPANTS

No.	Name of Interviewees	Position/Designation	District/Office	School/Division/ Unit/Section
1	EPE, CRISTY C.	SCHOOLS DIVISION SUPERINTENDENT	SDO	OSDS
2	MANA-AY, BASILIO P.	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT	SDO	OSDS
3	ALCOMENDRAS, FRANCIS JUDE D.	ADMINISTRATIVE OFFICER V	SDO	Admin
4	LOYOLA, QUMRAN M.	ADMINISTRATIVE OFFICER II	SDO	HRMO
5	MARA-ASIN, GUY R.	ADMINISTRATIVE OFFICER II	SDO	HRMO
6	IYOG, SHARON ANN S.	ADMINISTRATIVE ASSISTANT III	SDO	HRMO
7	TAMBILAWAN, NEPTUNE L.	ADMINISTRATIVE OFFICER V	SDO	Budget Office
8	RANARA, GERALDINE M.	ADMINISTRATIVE OFFICER II	SDO	HRMO
9	ESPACIO, CHRISTY MAXIMARIE M.	ADMINISTRATIVE ASSISTANT II	SDO	HRMO
10	YMALAY, ALNIE FE V.	ADMINISTRATIVE OFFICER II	SDO	HRMO
11	LOMA, ALJUN JAY A.	ADMINISTRATIVE ASSISTANT III	SDO	HRMO
12	LLANOS, MYHARRA FAYE C.	ADMINISTRATIVE OFFICER IV	SDO	HRMO
13	OLIVER, SOLLIE B.	CHIEF EDUCATION SUPERVISOR	SDO	SGOD
14	DAUGDAUG, BEVERLY S.	CHIEF EDUCATION SUPERVISOR	SDO	CID
15	PILLERIN, CLARENCE S.	PUBLIC SCHOOLS DISTRICT SUPERVISOR	SDO	CID
16	RELLON, JONATHAN E.	SCHOOL PRINCIPAL II	Digos Oriental District	Aplaya ES
17	CASIMIRO, HELEN A.	PUBLIC SCHOOLS DISTRICT SUPERVISOR	SDO	CID
18	ALEJANDRO, AIRON M.	Planning Officer III	SDO	PRME
19	TAMBILAWAN, NEPTUNE L.	ADMINISTRATIVE OFFICER V	SDO	Budget Office
20	MISAL, NORELIZA A.	ACCOUNTANT III	SDO	Accounting Office
21	DEDACE, RONALD B.	SENIOR EDUCATION PROGRAM SPECIALIST	SDO	SGOD
22	FUENTES, XAVIER S.	SENIOR EDUCATION PROGRAM SPECIALIST	(Resigned)	(Resigned)
23	MEDIODIA, RAFAEL III R.	MASTER TEACHER I	Secondary Schools District	Digos City NHS
24	PORTO, AIMEE AMOR C.	SCHOOL PRINCIPAL II	Secondary Schools District	Soong NHS
25	JUEZAN, IDA I.	PUBLIC SCHOOLS DISTRICT SUPERVISOR	SDO	CID
26	MANAPOL, ANALYN P.	MASTER TEACHER I	Digos Oriental District	Digos City Central ES
27	BAULETE, JOY R.	SCHOOL PRINCIPAL I	Digos Oriental District	Jolencio Alberca ES
28	DEIPARINE, REBECCA LORELIE P.	SCHOOL PRINCIPAL I	Digos Oriental District	Pedro V. Basalan ES
29	BOHOL, CHERRIE ANNE B.	EDUCATION PROGRAM SUPERVISOR	SDO	SGOD
30	BARSALOTE, ALDIN JR J.	SCHOOL PRINCIPAL I	Mt. Apo District	Rizan CES
31	VILLALUNA, RIZZA L.	SCHOOL PRINCIPAL I	Secondary Schools District	Goma NHS
32	NACUA, EDSEL F.	SCHOOL PRINCIPAL III	Digos Oriental District	Don Mariano Marcos ES



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33	CEDEÑO, RAQUEL L.	SCHOOL PRINCIPAL II	Secondary Schools District	Ruparan NHS
34	SY, ZANDRIA M.	SCHOOL PRINCIPAL I	Digos Oriental District	Badiang ES
35	PLANAS, ELEGIO L.	SCHOOL PRINCIPAL I	Digos Occidental District	Digos Occ. District
36	GORGONIO, LORELEI B.	MASTER TEACHER I	Digos Occidental District	Digos City Central ES
37	LANDERO, ANA R.	MASTER TEACHER I	Digos Oriental District	Pedro Garcia ES
38	QUIZON, IRENE G.	MASTER TEACHER I	Digos Oriental District	Cogon ES
39	DIAZ, MERLYN C.	MASTER TEACHER I	Digos Occidental District	Digos City Central ES
40	DE LEON, HAZEL P.	MASTER TEACHER I	Digos South District	Igpit ES
41	MONDEJAR, ARTELEIH E.	MASTER TEACHER I	Secondary Schools District	Digos City NHS
42	COBIAS, DIVINA R.	MASTER TEACHER I	Secondary Schools District	Digos City NHS
43	FRANCO, AMABILIS C.	MASTER TEACHER I	Secondary Schools District	Digos City NHS
44	MAGDADARO, FERDINAND C.	ADMINISTRATIVE OFFICER II	SDO	Supply
45	DALOPE, MYRACEL J.	DENTIST II	SDO	SGOD
46	DE MESA, ROFELIA T.	GUIDANCE COORDINATOR II	SDO	CID
47	PIA, MARITES B.	SPECIAL EDUCATION TEACHER I	Secondary Schools District	Digos City NHS
48	BONJOC, MELISSA H.	TEACHER III	Digos Occidental District	Balabag ES
49	MANGUILIMOTAN, LUZMINDA C.	TEACHER III	Digos Occidental District	Digos City Central ES
50	MONTELIBANO, MA CORAZON A.	TEACHER III	Digos Occidental District	Digos City Central ES
51	CADUNGOG, FLORA MAY D.	TEACHER III	Digos Occidental District	Pedro V. Basalan ES
52	TECSON, ANALOU A.	TEACHER III	Digos Occidental District	FJ Alferez ES
53	LAPAZ, JANICE JOY P.	TEACHER III	Digos Oriental District	Ramon Magsaysay CES
54	BANGAY, DEOGRACIAS P.	TEACHER III	Mt. Apo District	Rizal CES
55	PANTIL, NOLIE C.	TEACHER III	Mt. Apo District	Rizal CES
56	ADANZA, RICHEL T.	TEACHER III	Secondary Schools District	Digos City NHS
57	DESCUATAN, GINA L.	TEACHER III	Digos South District	San Miguel ES
58	ESTABAYA, DARELL C.	TEACHER III	Secondary Schools District	Ruparan NHS
59	BUCAR, RICKY JAY M.	TEACHER III	Secondary Schools District	Ruparan NHS
60	SAYCON, MA. ROSALIE D.	TEACHER III	Secondary Schools District	Digos City NHS
61	THIAM, ANNABELLE R.	TEACHER III	Secondary Schools District	Digos City NHS
62	ATILANO, ROSIEPE C.	TEACHER III	Secondary Schools District	Digos City NHS
63	ORGE, MARCEL R.	TEACHER III	Secondary Schools District	Digos City NHS
64	CAMANZO, DENNIS B.	TEACHER III	Secondary Schools District	Digos City NHS
65	DEMAULO, ELSIE J.	TEACHER II	Digos Oriental District	Aplaya ES
66	TE, ANALIZA V.	TEACHER II	Digos Oriental District	Aplaya ES
67	CIRUNAY, ELNOR S.	TEACHER II	Digos South District	Casildo Nonol ES
68	CABILA, KRISTOFER AIAN D.	TEACHER III	Secondary Schools District	Digos City NHS
69	ESCUETA, SUZETTE LILY G.	TEACHER II	Digos Occidental District	Digos City Central ES



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70	MANACIO, SHEMAE D.	TEACHER II	Digos Occidental District	Digos City Central ES
71	DATOC, GERALDINE A.	TEACHER II	Digos Occidental District	Digos City Central ES
72	BALURAN, JOYCE F.	TEACHER II	Digos Occidental District	Dulangan ES
73	MANIGAO, MARIAFE F.	TEACHER II	Mt. Apo District	Necencio A. Isidro ES
74	SENAJON, ALUMNA A.	TEACHER II	Digos Oriental District	Ramon Magsaysay CES
75	SENOY, JOY S.	TEACHER II	Digos South District	San Miguel ES
76	PRECELLAS, LEE GLENDA C.	TEACHER II	Digos Occidental District	Pedro V. Basalan ES
77	ASOR, LARRAH MAE L.	TEACHER II	Digos Oriental District	Ramon Magsaysay CES
78	DE GUZMAN, JANEJOY B.	TEACHER II	Mt. Apo District	Rizal CES
79	CEBELLEROS, ABCEDE G.	TEACHER II	Digos South District	San Miguel ES
80	TUBOJAN, LEONITA B.	TEACHER II	Digos Oriental District	Don Mariano Marcos ES
81	YOUNG, LALAINE S.	TEACHER II	Secondary Schools District	Digos City Senior HS - Igpit SHS
82	CABANO, HONEYLENE D.	TEACHER II	Secondary Schools District	Digos City NHS
83	ASARAK, YASIR A.	TEACHER II	Secondary Schools District	Digos City Senior HS - Igpit SHS
84	SAMORANOS, AENGEL F.	TEACHER III	Secondary Schools District	Digos City NHS
85	GALAGATE, PETER PAUL .	TEACHER II	Secondary Schools District	Digos City NHS
86	UBE, JOB E.	TEACHER I	Mt. Apo District	ALS
87	JUMAWAN, RENILDA V.	TEACHER I	Digos Oriental District	Aplaya ES
88	JISON, RHODA MAE S.	TEACHER I	Digos Oriental District	Badiang ES
89	CASPILLO, LEIZEL GAY O.	TEACHER I	Digos South District	Casildo Nonol ES
90	AMACIO, NORIEGEN I.	TEACHER I	Digos Occidental District	Damñas ES
91	DASMARIÑAS, GRECO N.	TEACHER I	Digos Occidental District	Digos City Central ES
92	BRAVO, CHERRY MAE S.	TEACHER I	Digos Oriental District	Don Mariano Marcos ES
93	ALEGADO, RUNETTE D.	TEACHER I	Digos Oriental District	Don Mariano Marcos ES
94	LAGUNSAY, ARMILYN S.	TEACHER I	Digos Oriental District	Don Mariano Marcos ES
95	PREGLO, NIKKI M.	TEACHER I	Digos South District	Igpit ES
96	RAZON, LADY LOU J.	TEACHER I	Digos Oriental District	Isaac Abalayan ES
97	FRANCO, EDLEAH MARIE P.	TEACHER I	Digos Occidental District	Jolencio Alberca ES
98	RUGA, HAZY JADE H.	TEACHER I	Digos Oriental District	Pedro Garcia ES
99	ASILO, JECYL C.	TEACHER I	Digos Oriental District	Ramon Magsaysay CES
100	PASCO, MERLIE S.	TEACHER I	Digos Oriental District	Ramon Magsaysay CES
101	GALO, FERMIN JR J.	TEACHER I	Digos Oriental District	Ramon Magsaysay CES
102	DIAZ, LUCIA P.	TEACHER I	Digos Oriental District	Ramon Magsaysay CES
103	CATANE, MARLYN H.	TEACHER I	Digos Occidental District	Ruparan ES
104	ESPACIO, DOMINADOR O.	ADMINISTRATIVE AIDE IV	SDO	Admin
105	AGUILAR, JOEJIE M.	ADMINISTRATIVE AIDE I	Secondary Schools District	Digos City NHS
106	CABARDO, DAYNIE BETH D.	ADMINISTRATIVE ASSISTANT III	SDO	HRMO
107	EVARRETTA, KARYL A.	ADMINISTRATIVE AIDE VI	SDO	HRMO



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Enclosure 3 of DM No. 593, s. 2022

**ISOLATION OF IDENTIFIED INTERVIEW RESPONDENTS FOR INTENSIVE PREPARATION
FOR THE PRIME-HRM MATURITY LEVEL II ACCREDITATION**

TECHNICAL WORKING GROUP

No.	Task/Role	Committee/Persons Responsible
1	Division Memorandum	Juvy A. Cardines/Jem Boy B. Cabrella
2	Audio-Visual Presentation	Ruben Evarretta and secretariat per HR core system
3	Finalization of the Powerpoint Presentation	Ruben Evarretta
4	Program (printed)	Danica Lagunsay
5	Master of Ceremony	April Rose Alcala
6	Speakers	Jem Boy B. Cabrella, Francis Jude D. Alcomendras, Myhrra Faye C. Llanos, Ronilyn P. Nieves, Beverly S. Daugdaug, Luzminda B. Jasmin, Gervasio R. Salinas, Jr., Sollie B. Oliver, Ida I. Juezan, Ronald B. Dedace, Cherrie Anne B. Bohol, Clarence S. Pillerin, Joan B. Niones, and Tito M. Endrina
7	Pretest and Posttest Preparation	Secretariats in coordination with the speakers (2 items per HR core system will do, multiple choice) Finalization: Juvy A. Cardines/ Jem Boy B. Cabrella
8	Printed Attendance Sheet	Alnie Fe V. Ymalay
9	Certificate of Appearance and Certificate of Participation to the Participants, and Certificate of Recognition for the Speakers	Sharon Ann Iyog To be checked by: Mr. Reyzen Monserate
10	Finalization of the Venue	Juvy A. Cardines
10	Terminal Activity Report	Geraldine S. Ranara and Qumran S. Loyola
11	Photodocumentation (Google drive link: https://tinyurl.com/PhotosOct2022PRIME-HRM)	Daynie Beth Cabardo, Geraldine S. Ranara and Qumran S. Loyola



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