



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
**Digos City**

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2026- D57**

**To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
EDUCATION PROGRAM SUPERVISORS  
SECTION AND UNIT HEADS**

**Subject : Reconstitution of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Committees and conduct of Preparation of Evidentiary Requirements for the coming PRIME-HRM Revalidation.**

**Date : 09 February 2026**

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1. Pursuant to the Civil Service Commission Memorandum Circular No. 1, s. 2021 issued on January 26, 2021 titled: **“Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): Revised Guidelines on the Conferment of HR Recognition and Award”** which provides in Roman VI (Review and Evaluation Guidelines) that **“The CSC ROs shall monitor and evaluate the extent of compliance of the agency awardees every three (3) years. A mid-term review, however, shall be conducted by the CSC FOs to ensure continuous compliance with the duties and responsibilities and may recommend the revocation of the agency’s accreditation if found to have reneged its duties and responsibilities as stated in the CSC resolution granting them the accreditation and/or award (Bronze/Silver/Gold”**.

2. In view of the foregoing, it designated that Mr. Jem Boy B. Cabrella as the Focal Person for the forthcoming PRIME-HRM mid-term review who shall perform the following functions:

- a. Discuss with chairperson of each Pillars (Recruitment, Selection, and Placement (RSP), Learning and Development (L&D), Performance Management System (PMS) and Rewards and Recognition (R&R) activities and plans in preparation for the mid-term review this year.
- b. Conduct series of meetings, face-to-face or online, to update the Management on the updating and compliance of the Evidentiary Requirements pertinent and essential to the mid-term review.
- c. Formulate process flows for each PRIME-HRM system, if applicable.
- d. Present the PRIME-HRM activities of the Division Office during Monday convocations to update the personnel on our preparation and Duties and responsibilities during the mid-term review.
- e. Develop action plan to be carried out by chairpersons and members of each PRIME HRM system and submit the Action Plan to the Civil Service Davao del Sur/Davao Occidental Field Offices.



**PRIME-HRM COMMITTEES**

<b>Steering Committee</b>	<b>Internal Control Committee</b>
Chairperson: Melanie P. Estacio	Chairperson: Jem Boy B. Cabrella
Co-Chairperson: Maria Genevieve T. Francisquete	Co-Chairperson: Clarence S. Pillerin
Members: Beverly S. Daugdaug Sollie B. Oliver Clarence S. Pillerin Jem Boy B. Cabrella	Members: Marjun B. Rebosquillo Reyzen O. Monserate Eleser D. Mateo Ruben Evarretta
Secretariat: Juvy A. Cardines	Secretariat: Juvy A. Cardines

<b>Committee</b>	<b>Chairperson</b>	<b>Co-Chairperson</b>	<b>Members</b>	<b>Secretariat</b>
<b>Recruitment, Selection and Placement (RSP)</b>	Francis Jude D. Alcomendras	Myhrra Faye Ll. Balingit	- Cherry Rosette E. Oliva - Ferna Renira T. Alde - Dayne Beth C. Arbuyes -	Geraldine M. Ranara Bea P. Pelletero
<b>Learning and Development (L&amp;D)</b>	Sollie B. Oliver	Ronald B. Dedace	- Cherry Ann B. Bohol - Janice S. Alquizar - Peter-Jason C. Senarillos - Airon M. Alejandro	April A. Salomeo Cecile C. Uy
<b>Performance Management System (PMS)</b>	Beverly S. Daugdaug	Ida I. Juezan	- Jessica G. Lucero - Mary Joy D. Fortun - Gervasio R. Salinas, Jr - Rodel L. Pagayon	Alnie V. Ymalay Tiffany T. Albino
<b>Rewards and Recognition (R&amp;R)</b>	Clarence S. Pillerin	Joan M. Niones	- Neil D. Bongcayao - Angel V. Bisaga, Jr. - Ivy F. Solano - Inda F. Nacua	Qumran M. Loyola Chariss M. Altameria

Approved:

*M. P. Estacio*  
MELANIE P. ESTACIO, PhD, CESO VI  
Schools Division Superintendent

- f. Conduct close coordination with the Director II of the Civil Service Davao del Sur/Davao Occidental Field Offices as we prepare for the mid-term review this calendar year.
3. Attached herewith is PRIME-HRM Committees who will be responsible for the preparation of the Evidentiary Requirements for the revalidation this mid-year.
4. For immediate dissemination and strict compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent *9*

