



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**DIVISION MEMORANDUM**

CID-2026-71

To : SGOD and CID Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Section and Unit Heads  
PRIME HRM Committees  
Division Non-Teaching Personnel  
All Others Concerned

Subject : **VIRTUAL MEETING OF PRIME HRM COMMITTEE CHAIRPERSONS, CO-CHAIRPERSONS, MEMBERS, AND SECRETARIATS IN PREPARATION FOR THE COMING PRIME-HRM REVALIDATION**

Date : May 7, 2026

In reference to Division Memorandum DM-OSDS-053, s. 2026 dated February 9, 2026, entitled "Reconstitution of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Committees and the Conduct of Preparation of Evidentiary Requirements for the Upcoming PRIME-HRM Validation," this Office informs all PRIME-HRM Committee Chairpersons, Co-Chairpersons, Members, and Secretariats that a virtual conference will be conducted on May 12, 2026, from 9:00 a.m. to 12:00 noon via Google Meet through this link: <https://meet.google.com/pfr-ggkz-dzd>.

The meeting aims to discuss the activities and plans in preparation for the Midterm Review for Calendar Year 2026.

The participants of this virtual conference are those listed in the attached Division Memorandum DM-OSDS-053, s. 2026. Further, this Office informs the PM Committee that Ms. Tiffany Albino shall be replaced by Ms. Carlajane P. Pius as one of the committee secretariats.

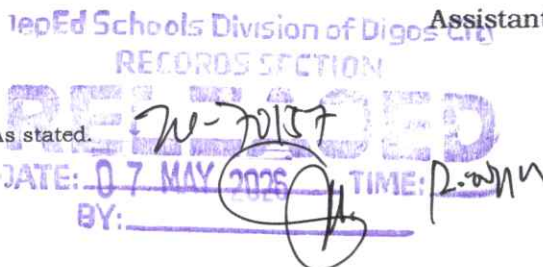
Immediate dissemination of this Memorandum is desired.

For and in the absence of the  
Schools Division Superintendent:

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge

Enclosed: As stated.

CID/jbc



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Republic of the Philippines  
**Department of Education**  
Region XI  
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Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

OSDS-2026- 057

**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**



<p><b>Steering Committee</b></p> <p>Chairperson: Melanie P. Estacio</p> <p>Co-Chairperson: Maria Genevieve T. Francisquete</p> <p>Members: Beverly S. Daugdaug Sollie B. Oliver Clarence S. Pillerin Jem Boy B. Cabrella</p> <p>Secretariat: Juvy A. Cardines</p>	<p><b>Internal Control Committee</b></p> <p>Chairperson: Jem Boy B. Cabrella</p> <p>Co-Chairperson: Clarence S. Pillerin</p> <p>Members: Marjun B. Rebosquillo Reyzen O. Monserate Eleser D. Mateo Ruben Evarretta</p> <p>Secretariat: Juvy A. Cardines</p>
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Committee	Chairperson	Co-Chairperson	Members	Secretariat
<b>Recruitment, Selection and Placement (RSP)</b>	Francis Jude D. Alcomendras	Myhrra Faye L. Bontia	- Cherry Rossette 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 - Rodell 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. Altamera

Approved:

  
**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 Evidenciary Requirements for the revalidation this mid-year.
- 4. For immediate dissemination and strict compliance.

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

DepEd Schools Division of Digos Cit  
RECORDS SECTION  
**RELEASED**  
DATE: 19 FEB 2024 TIME: 1:28 p  
BY: 