



DIVISION MEMORANDUM

No. 229, Series of 2014

034
 DepEd-MALAYBALAY CITY DIVISION
 RELEASED

Date: 8/5/14 Time: 9:10 AM
 By: [Signature]

To : Education Program Supervisors/ Division Coordinators
 Public School District Supervisors
 Division Unit Heads
 This Division

FROM : [Signature]
EDILBERTO L. OPLENARIA
 Schools Division Superintendent

DATE : August 4, 2014

SUBJECT: **PRIME-HRM Assessment Working Committees**

Per Deped Regional Office X Fax Message for Transmission received by this Office last July 17, 2014 re- **PRIME-HRM ASSESSMENT** to be conducted by the CSC Regional Office Team in this Division on August 28-29, 2014 the following personnel are requested to prepare and perform necessary task and documents needed for the said evaluation:

	TASK	FOCAL PERSON/S
1.	201 file	Mr. Benjamin Macario , Ms. Ellen Delante & Ms. Ana Belen Muring
2.	PSIPOP, Appointment, Promotion & Step Increment	Novem Sescon
3.	Organizational Profile (w/ ref. Docs) 3.1 Agency mandate, Vision, Mission & Strategic Goals 3.2 Organizational Chart 3.3 Functional Charts	Mr. Carlos Rara & Ms. Imelda Bentillo
4.	Merit Promotion/Selection Plan 4.1 Qualification Standards	Ms. Jasmin Adriatico Ms. Julie Ann Blase
5.	Strategic Performance Management System (SPMS) & employees Association	Mr. Ralph Quirog & Ms. Josie Zamora
6.	Program on Awards & Incentive for Service Excellence (PRAISE)	Ms. Ma. Concepcion Reyes
7.	HRD Plan (Training & Dev.t)/ Training Calendar	Ms. Analie Ocier & Rosie Salupado
8.	Health and wellness 8.1 Physical fitness Program (mc.6,s.1995 & mc.8,s.2011) 8.2 Health & Safety Working Condition (mc.33,s.1997)	Ms. Lou Ann Cultura Nurses c/o Ms. Nancy Dequito
9.	Financial Benefits & Incentive	Ms. Rachel Valde, & Ms. Rufelia Limbengco
10.	Leave Benefits & CTO	Mr. Lorenzo Capacio & Florabelle Porras
11.	RRACCS, Grievance, & R.A 6713	Ms. Jutchel Nayra & Ms. Jovy Molina
12.	R.A 9485 including Citizen Charter & Gov't Working Hour	Mr. Noel Tan Nery
13.	Food and Accommodations	Mr. Luis Alajar & Mr. Rosie Salupado.

For your guidance and compliance