



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DM-333 2019-195
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DIVISION MEMORANDUM

No. 333, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Section and Unit Heads
All Others Concerned

FROM: **REBONEAMIL R. BAGUIO**
Schools Division Superintendent

DATE: September 18, 2019

RE: CREATION OF DIVISION PLANNING AND TECHNICAL WORKING COMMITTEE ON PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE ON HUMAN RESOURCE MANAGEMENT (PRIME HRM) AND COMPETENCY-BASED RECRUITMENT ORIENTATION

Relative to CSC MC No. 3, s. 2012 on Program to Institutionalize Meritocracy and Excellence on Human Resource Management (PRIME-HRM) this Office hereby creates the Division Planning and Technical Working Committee on PRIME-HRM and Competency-based Recruitment Orientation on **September 30, 2019, 8:00 AM** at The Garden's Party Venue.

Committee	Functions
Secretariat / Registration Chairman: Evelyn Joy V. Don, ADAS II Co-Chairman: Ruel T. Brigole, ADAS III Member: Jocardo B. Desalan, AAVI	<ul style="list-style-type: none">• Facilitate the registration / attendance• Prepare communication and memorandum related to the activity• Record proceedings of the activity and submit it to the Division PRIME-HRM Committee• Prepare and facilitate signing of certificates• Provide hand outs (hard copy and soft copy to the participants)



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<p>Physical, Food, and Technical Chairman: Anil U. Quindala, AAVI Co-Chairman: Jocrado B. Desalan, AAVI Member: Cheryl Jane. C. Penalosa, ADAS III</p>	<ul style="list-style-type: none"> • Prepare floor plan (table and chair arrangement, dining area, logistics etc..) • Facilitate the venue reservation, choice of menu and provision thereof as scheduled • Facilitate the provision of logistics, sound system, microphones, and testing its functionality prior to the start of activity • Facilitate technical testing
<p>Program, Media, and Documentation Chairman: Pamela L. Astudillo, ADAS III Co-Chairman: Don A. Deximo, ADAS III Member: Gretchen C. Sanjorjo, ADAVI Cheryl D. Pabillaran, ADAVI Earl D. Maquido, ADAVI</p>	<ul style="list-style-type: none"> • Prepares the program for the activity • Provide the media and audio presentation based on program • Facilitate videography (if necessary) and photography • Assist the speaker in the orientation proper
<p>Overall Steering Committee Chairman: Jutchel L. Nayra, DPA, AO V Co-Chairman: Guia Ma. Villahermosa, AO IV Member: All Unit Heads-Admin. Services</p>	<ul style="list-style-type: none"> • Supervise the performance of tasks of the working committees • Review the communication and memos related to the activity • Supervise and facilitate the conduct of the activity

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