DIVISION MEMORANDUM

No. 741, s. 2019

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

FROM:  REBONFAMIL. B. BAGUIO
        Schools Division Superintendent

DATE:  September 27, 2019

RE:  CORRIGENDUM TO DIVISION MEMORANDUM NO. 333, SERIES OF 2019/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.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Functions</th>
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</thead>
<tbody>
<tr>
<td>Secretariat / Registration</td>
<td>• Facilitate the registration / attendance</td>
</tr>
<tr>
<td>Chairman: Evelyn Joy V. Don</td>
<td>• Prepare communication and</td>
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<tr>
<td>Co-Chairman: Ruel T. Brigole</td>
<td>memorandum related to the activity</td>
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<td>Members: Aprille Mae H. Bandong</td>
<td>• Record proceedings of the activity and</td>
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<td></td>
<td>submit it to the Division PRIME-HRM</td>
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<tr>
<td></td>
<td>Committee</td>
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<tr>
<td></td>
<td>• Prepare and facilitate signing of</td>
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<tr>
<td></td>
<td>certificates</td>
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<td></td>
<td>• Provide hand outs (hard copy and soft</td>
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<td>copy to the participants)</td>
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</tbody>
</table>

Sayre Hi-way, Casisang, Malaybalay City
Telefax #: 088-314-0094, Tel.: 088-813-1246
Website: http://depedmalaybalay.net
Email: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com
| Physical, Food, and Technical | • Prepare floor plan (table and chair arrangement, dining area, logistics etc..)
| Chairman: Anil U. Quindala | • Facilitate the booking, choice of menu and provision thereof as scheduled
| Co-Chairman: Jocardo B. Desalan | • Facilitate the provision of logistics, sound system, microphones, and testing its functionality prior to the start of activity
| Member: Cheryl Jane C. Penalosa | • Facilitate technical testing

| Program, Media, and Documentation | • Prepares the program for the activity
| Chairman: Pamela L. Astudillo | • Provide the media and audio presentation based on program
| Co-Chairman: Don A. Dextimo | • Facilitate videography (if necessary) and photography
| Members: Gretchin C. Sanjorjo | • Assist the speaker in the orientation proper
| Cheryl D. Pabillaran | | Earl D. Maquito

| Overall Steering Committee | • Supervise the performance of tasks of the working committees
| Chairman: Jutcel L. Nayra | • Review the communication and memos related to the activity
| Co-Chairman: Guia Ma. Villahermosa | • Supervise and facilitate the conduct of the activity
| Members: Florabelle Porras | | Rufelia J. Limbengco
| Personnel Unit

Copy furnished: Records Unit

TO BE POSTED ON THE WEBSITE