



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: NOV 04 2019 TIME: 2:45
BY: Jane

DIVISION MEMORANDUM

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

FROM: VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

DATE: November 4, 2019

RE: DESIGNATION OF THE DIVISION PRIME-HRM COMMITTEE

- I. In adherence to CSC Resolution No. 1200241 dated Feb. 1, 2012 (*Program to Institutionalize Meritocracy and Excellence in Human Resource Management*), this Office hereby constitutes the following:

Chairperson: Victoria V. Gazo, Ph.D., CESO V
Co-Chairperson: Jutchel L. Nayra, DPA

Recruitment, Selection, and Placement Committee
Guia Ma. G. Villahermosa (OSDS)
Ruel T. Brigole
Evelyn Joy V. Don

Learning and Development (L and D)
Lorenzo O. Capacio, EdD (SGOD)
Woodrow Wilson B. Merida (SGOD)
Ria K. Alcuizar

Performance Management System (PMS)
Victoria V. Gazo, Ph.D., CESO V
Sunny Ray F. Amit, Assistant Schools Division Superintendent
Lorenzo O. Capacio, SGOD
Vincent G. Sanmiguel, Planning and Research Section
Marsfith M. Mamawag, Social Mobilization and Networking Section
Woodrow Wilson B. Merida, HRD



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Edelina M. Ebor, M&E
Ralph T. Quirog, CID
Rhysa Cyle C. Rosalejos, CPA, Accounting Section
Sibyl L. Maputi, Budget Section
Jutchel L. Nayra, Administrative Section
Rufelia J. Limbengco, Cash
Guia Ma. G. Gamutin, Personnel
Darvy C. Daguimol, Property and Supply
Florabelle R. Porras, Records
Atty. Wincerbogne L. Pesisano, BAC

Rewards and Recognition (RR)

Vicente G. Sanmiguel
Mary Gladys Dublas
Rio G. Arbutante

2. Per CSC PRIME-HRM Guidebook, the committee performs the following:
- Conduct orientation on PRIME-HRM to employees in the SDO;
 - Prepare Action Plan, Work and Financial Plan, Training/Activity Design and Procurement documents necessary in the PRIME-HRM activities;
 - Prepare Documentary evidences for the following SDO PRIME-HRM activities;
 - Self-assessment (refer to the step-by-step Guide to Agency Self-assessment)
 - Assistance (refer to the step-by-step Guide to Agency PRIME-HRM Assistance);
 - Onsite Assessment (refer to the step-by-step Guide too Agency PRIME-HRM Onsite Assessment);
 - Award Stage (refer to the step-by-step Guide to Agency PRIME-HRM Award Stage)
 - Manage and Lead the continuous improvement of the PRIME-HRM assess, assist and award processes;
 - Supervise, implement, monitor and evaluate the SDO PRIME-HRM Activities;
 - Coordinate with the CSC and other agencies in the implementation of PRIME-HRM;
 - Conduct in-house trainings and other related activities on PRIME-HRM;
 - Participate capability buildings on PRIME-HRM conducted by the CSC;
 - Conduct series of consultative-conferences and meetings;
 - Prepare quarterly accomplishment report on the implementation of PRIME-HRM with complete documentary evidences and submit it to the Schools Division Superintendent and Assistant Schools Division Superintendent;
 - Ensure complete documentation of the PRIME-HRM activities; and,



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- Perform other related tasks assigned from time to time.
3. Queries in this can be relayed to Jutchel L. Nayra, Administrative Officer V.

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