



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

DM-2022-01-027

DEPED MALAYBALAY CITY DIVISION  
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DATE: 1/12/2022  
BY: JAN 7 2022

**DIVISION MEMORANDUM**

No. 027, S. 2022

TO: **OSDS Non-Teaching Personnel**

FROM: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

DATE: January 12, 2022

SUBJECT: **COMPOSITION AND FUNCTIONS OF PRIME-HRM WORKING COMMITTEES**

1. Relative to the compliance to CSC MC No. 24, s, 2016 re. Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) in the Division, this Office hereby issues the composition and functions of the PRIME-HRM Working Committees.

Over-all Chairperson: **Victoria V. Gazo, PhD, CESO V**  
Schools Division Superintendent

Vice-Chairperson: **Alicia S. Dajay, PhD, CESE**  
Assistant School Division Superintendent

Recruitment, Selection and Placement Committee:

Chairperson: **Guia Ma. G. Villahermosa**

Members: **Novilyn G. Palma**  
**Sunshine C. Gamboa**

Learning and Development:

Chairperson: **Lorenzo O Capacio, PhD**



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No: (088) 314-0094 Telephone No. 088-813-1246  
Email Address: malaybalay.city@deped.gov.ph



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Co-Chairperson: Woodrow Wilson B. Merida  
Members: Rex C. Dacanay  
Marsfifth M. Mamawag

Performance Management System:

Chairperson: Ralph T. Quirog  
Lorenzo O. Capacio  
Manuel D. Dinlayan II  
Members: Rosalio P. Arangco  
Florabelle R. Porras  
Sibyl L. Maputi  
Dindo M. Gabales  
Gretchen V. Catane  
Rhysa Cyle C. Rosalejos  
Ria K. Alquizar

Rewards and Recognition:

Chairperson: Edelina M. Eborá  
Member: Mary Gladys J. Dublas  
Rio G. Arbutante

Secretariat:

Evelyn Joy V. Don	Recruitment, Selection, and Placement Committee
Karl Lois C. Pagarán	Learning and Development
Irish J. Cagatcagat	Performance Management System
Lucilyn M. Cahucom	Rewards & Recognition



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PRIME HRM Lead Coordinator: Vicente G. San Miguel

2. Over-all Committee members shall provide direction and necessary technical assistance, ensure timelines are met and monitor all preparatory activities needed for the implementation of PRIME-HRM.
3. Coordinators shall document the PRIME-HRM systems and processes and exhibits as prescribed in the PRIME-HRM Enhance Maturity Level Indicators
4. For immediate dissemination and strict compliance.



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