



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

DM 2022-01-037
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE ~~JAN 18 2022~~ 11:30
BY: _____

DIVISION MEMORANDUM

No. 037, s. 2022

TO: Chief Education Supervisors SGOD and CID
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned
This Division

For the Schools Division Superintendent

FROM:  **ALIENA S. DAJAY, PhD, CESE**
Assistant Schools Division Superintendent

DATE: January 17, 2022

SUBJECT: TIMELINES ON THE PREPARATION OF THE PRIME-HRM DOCUMENTS FOR ACCREDITATION

1. Relative to the preparation of the accreditation of the Schools Division Office to the PRIME-HRM of the Civil Service Commission mandated by CSC MC 24, s. 2016, This Office disseminate the program of activities to be undertaken by the committees in each Pillars as identified in *Division Memorandum 027 s. 2022*.
2. Chairperson of each pillar are advised to follow the timelines identified in the preparation/development/updating of the needed documents and secure the necessary evidence. Further, **recommended additional committee members** in each **PILLARS** must be submitted on or before **January 20, 2022 (Thursday)**, for the issuance of the office orders.
3. Attached is the **PROGRAM OF ACTIVITIES** for reference.
4. For clarification and information, contact **Vince G. Sanmiguel, EDD**, Public Schools District Supervisor/PRIME -HRM Lead Coordinator at 09778091156.

Copy furnished:

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To be posted in the website.



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MALAYBALAY CITY STALLION
Revitalizing Schools. Jumping Beyond Standards



**PROGRAM OF ACTIVITIES FOR PRIME HRM APPLICATION
JANUARY-FEBRUARY 2022**

RECRUITMENT, SELECTION, AND PLACEMENT

Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What will be done?	Responsibilities Who will Do it?	Timeline By when? (Day/Month)	Success indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?)
Action Step 1: Develop/Update a customized RSP policy with specific guidelines in the application of EEOP	Activity 1: Draft a recruitment selection Plan that incorporates provision on equal employment opportunity principles other than those stated in CSC MC 3, s. 2001	HRMPSB Focal: G.M. G. Villahermosa	-Draft submitted for review and refinement by January 20, 2022 February 4, 2022	<u>Customized RSP Policy</u> approved by agency head
	Activity 2: Provision of auxiliary aids (e.g., braille, hearing aids) and other services that are responsive to applicants with special needs are indicated in the Recruitment Selection Plan	HRMPSB Focal: G.M. G. Villahermosa	End of January 2022 (February 4, 2022) Note: incorporated in the RSP	Customized RSP Policy Availability of wheelchairs/ ramps/ hearing aids/ braille
	Activity 3: Customized Recruitment Selection Plan is approved by the agency head	HRMPSB Focal: G.M. G. Villahermosa	End of January 2022 (Signed approved RSP by February 4, 2022)	Customized RSP approved by the agency head
Action Step 2: Issue an Office Order relative to the reconstitution of the HRMPS with additional functions	Activity 1: Draft an Office order reconstituting the HRMPSB with additional functions of the said board (or Draft an Office Order enumerating the additional functions of the HRMPSB)	HRMPSB Focal: G.M. G. Villahermosa	End of January 2022 -Draft of Office Order submitted to ASDS for review on January 27, 2022	
	Activity 2:	HRMPSB Focal: G.M. G. Villahermosa	January 21, 2022 Released of approved	Approved Office Order reconstituting the HRMPSB

	Seek the agency head's approval of the Office Order		Office Order by January 27, 2022	
Action Step 3: Develop a tracking tool/template on the turnaround time and cost of sourcing	Create a Tracking Tool/Template on the ff: RSP turnaround time Cost of Sourcing	HRMPSB, ITO, Division Accountant, M&E specialists Focal: ITO	1 st week of February 2022 -meeting for process flow February 4, 2022 -presentation of tracking tool/template February 2022, -submission of tracking tool by February 11, 2022	<u>Accomplished Tracking Tool</u>
Action Step 4: Establish a computer-based system on RSP	Activity 1: Decide on the computer-based system to be used by the agency	HRMO, ITO Focal: ITO	End of February 2022 -meeting on RSP process flow on February 16, 2022 -Presentation of the February for refinement February 22, 2022 -test run of operational system by February 23, 2022	MS Excel/ MS Access/ Automated Applications with uploaded data on RSP
	Activity 2: Upload data on RSP in the computer-based system, thus: -RSP Process Flow System Review Data (Turn-around time, profile of applicants) -System implementation (PDF files of HRMPSB minutes of meeting & resolutions)	HRMPSB, RSP team Focal: ITO	2 nd week of February 2022 -Uploaded data on RSP by February 15, 2022 -Trial test by March 17, 2022 -submission of operational system by February 21, 2022	MS Excel/ MS Access/ Automated Applications with uploaded data on the ff: -RSP Process Flow System Review Data (turnaround time, profile of Applicants) -System implementation (PDF files of HRMPSB minutes of meeting & resolutions)
Action Step 5: Develop a Staffing Plan with recommended Staffing Modifications		Focal: AO V and AO IV	January 25, 2022 - presentation of initial plan January 26, 2022 - deadline	<u>Staffing Plan</u> approved by agency head

Action Step 6: Come up with a Recruitment Plan based on anticipated vacancies, indicating the qualified next-in-rank and the pool of possible candidates	Activity 1: Include application of EEOP principles in the Selection Plan	HRMPSB Focal: G.M. G. Villahermosa	January 31, 2022- Presentation of Initial plan February 2, 2022 - deadline	Annual <u>Recruitment Plan</u> approved by agency head with the ff. data: -qualified next-in-rank -pool of candidates
	Activity 2: Craft a selection criterion based on updated job Descriptions and approved/prescribed QS	Focal: G.M. G. Villahermosa	January 31, 2022- presentation of initial plan February 2, 2022 - deadline	Updated Job Descriptions of Employees Approved Selection Criteria in recruitment Documented use of the selection criteria
Action Step 7: Ensuring that the agency has other modes of posting the vacancies aside from those required under RA 7041		Focal: HRMPSB Secretariat	January 26, 2022, and 5 days after posting thereafter	Documented/Proof of posting of vacancies in Job Portal, social media, etc.
Action Step 8: Conduct pre-employment test/trade test and background investigation on applicants		Focal : G.M.G. Villahermosa	1 st week of February 2022 February 2, 2022 - deadline	Sample pre-employment test/trade test BI Report for shortlisted candidates
Action Step 9: Develop an orientation program for new employees of the agency		Focal: Manuel Dinlayan II	End of January 2022 -Orientation Program approved by January 29, 2022 -Accomplishment report/documentation submitted 5 days after conduct of activity	Orientation Program approved by Agency head Documentation of Orientation Program

LEARNING AND DEVELOPMENT

Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What will be done?	Responsibilities Who will Do it?	Timeline By when? (Day/Month)	Success indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?
Action Step 1: Develop/Update a customized L & D policy with specific guidelines in the application of EEOP	Activity 1: Draft a Customized L & D Policy with guidelines in the application of EOP	L&D team, PDC Focal: W.W. Merida	Draft submitted for review and refinement by January 20, 2022 February 4, 2022	Customized and L&D drafted and submitted for Approval
	Activity 2: Customized L & D Policy is approved by the agency head	SDS Focal : W.W. Merida	Last Week of January 2022 -Approved plan by February 4, 2022	Customized L&D Policy with EOP approved by agency head
Action Step 2: Issue an Office Order relative to the reconstitution of the HRDC with additional functions		SDS focal: W.W. Merida	January 21, 2022, Released of approved Office Order by January 27, 2022	Approved Office Order reconstituting the HRDC indicating its additional functions HRDC Minutes of Meeting/Resolutions
Action Step 3: Develop a tracking tool/template on the percentage of employees provided with L & D interventions, budget utilization and participant's feedback on L & D intervention		Specialists in M&E: (Edelina Eborá and Mary Gladys Dublas)	January 28 2022- Deadline	Accomplished on-line Tracking tool
Action Step 4: Establish a computer-based system on L & D	Upload data on L & D in the computer system, thus: L & D Process Flow System Review on L & D Efficiency HDRC Minutes of Meetings and Resolutions Learning Service Provider	ICTO, L&D Team Focal: Paul Arias, W.W. Merida, Rex Dacanay	1st Week of February 2022 (February 5, 2022)	MS Excel/ MS Access? Automated Applications with uploaded data on L&D, thus: L & D Process Flow System Review on L & D Efficiency HRDC Minutes of Meetings and Resolutions Learning Service Provider management system

	management system			
Action Step 5: Develop an Annual L & D Plan	Step 1: Determine L & D needs of employees	L & D team, PDC Focal: W.W. Merida (teachers) R. Dacanay (non-teaching)	2 nd Week of February 2022 (Summary of Results with analysis and recommendations February 3, 2022)	Training/ L & D needs analysis
	Step 2: Based on the TNA, develop an L & D Plan	L & D Team, PDC Focal: W.W. Merida	February 7, 2022	L & D Plan
Action Step 6: Conduct evaluation of L & D Interventions	Step 1: Develop an L & D evaluation tool	M&E Specialists, Division Assessment Coordinator Focal: E. Eborá	February 6, 2022	Level 2 L&D Evaluation Tool Sample Pre-test/Post-test
	Step 2: Conduct Evaluation on all L & D interventions from participants	L&D team, M&E Specialists, Program holders Focal: E. Eborá	5-8 days from end of every activity	Accomplished L & D Evaluation by participants
	Step 3: Analyze the results of L & D evaluation and propose recommendations for improvement	L&D team, M&E Specialists, Program holders, HRDC Focal: E. Eborá W.W. Merida	February 11, 2022	Analysis of the L & D Evaluation
Action Step 7: Prepare a customized learning materials and training aids	Step 1: Develop a training design for every L & D intervention	Program holders, L&D Team, HRD, Admin, Focal: W.W. Merida	February 11, 2022	
	Step 2: Prepare a detailed training Activity Plan that shows different methodologies	Program holders, L&D Team, HRD, Admin, Division Accountant Focal: W.W. Merida	February 11, 2022	Approved Training Design and Detailed Training Activity Plan
Action Step 8: Prepare customized learning materials and training aids	Identification of all trainings	Program holders, LRMSD, Division Accountant, Focal: P. Yap	January 18-21, 2022	Sample customized learning materials such as brochures, visual aids, etc.
Action Step 9: Develop guidelines for identifying, monitoring, and evaluating Learning Service Providers		M&E specialists, L&D team Focal: E. Eborá	January 18-21, 2022	Approved guidelines for identifying, monitoring, and evaluating LSP Documented use of LSP guidelines Accomplished Evaluation tool for LSP

PERFORMANCE MANAGEMENT SYSTEM

Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What will be done?	Responsibilities Who will Do it?	Timeline By when? (Day/Month)	Success indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?)
Action Step 1: Develop/update a Customized Performance Management Policy with specific guidelines in the application of EOP	Activity 1: Draft a Customized PM Policy with guidelines in the application of EOP	HR, Admin Focal: R. T. Quirog, N. Dinlayan, L. Capacio	Draft submitted for review and refinement by January 20, 2022 February 4, 2022	Customized and PMT approved by the agency head
	Activity 2: Seek approval of the PM Policy by the agency head	HR, Admin Focal: R. T. Quirog, N. Dinlayan, L. Capacio	February 5, 2022	Customized PM Policy with EOP approved by agency head
Action Step 2: Issue and Office Order relative to the creation of the PMT with additional functions		HR, Admin Focal: R. T. Quirog, N. Dinlayan, L. Capacio	January 21, 2022, Released of approved Office Order by January 27, 2022	Approved Office order constituting the PMT indicating its additional functions
Action Step 3: Develop a tracking tool/template on the summary of ratings supported by OPCR and IPCR and timeline/scheduled actual submission of PM forms and reports		Focal: R. T. Quirog, L. O. Capacio, M. Dinlayan II	January 25, 2022	Accomplished Tracking Tool/Summary of Ratings Timeline/Schedule of Actual Submission of PM forms and reports
Action Step 4: Establish a computer-based system	Upload data on PMS in the computer system, thus: <ul style="list-style-type: none"> - PM Process Flow - MFOs and success indicators - PDF files of minutes of meetings and resolutions 	PMT, DICT Focal: Paul Arias, R. T. Quirog, L. O. Capacio, M. Dinlayan II	February 7, 2022	MS Excel/ MS Access/ Automated Applications with uploaded data on PMS, thus: <ul style="list-style-type: none"> - PM Process Flow - MFOs and success indicators - PDF files of minutes of meetings and resolutions - Individual Development plan

	- Individual Development Plan			
Action Step 5: Documentation on the establishment and calibration of performance standards	Activity 1: Revisit the performance standards and ensure that the meeting/process is documented	PMT Secretariat: I. Cagat-cagat	January 24, 2022	
	Activity 2: Calibration and review of performance standards	PMT Secretariat: I. Cagat-cagat	February 3, 2022	Documentation on the establishment and calibration of performance standards
	Activity 3: IPCR/OPCR shows validation of employees' self-rating	PMT (Division and School levels)	January 28, 2022	Sample accomplished OPCR/IPCR Minutes of meetings of PMT/Resolution
Action Step 6: Develop customized coaching tools		Division Assessment Coordinator, M&E Focal: E. Eborra, Gladys Dublas	January 24, 2022	Sample Accomplished customized coaching tools
Action Step 7: Require employees to accomplish their Individual Development Plan	Activity 1: Conduct an orientation workshop on Individual development plans conducted on all employees of the agency	HR SEPS, HRMO	January 27, 2022	Documentation and Evaluation of Orientation-workshop
	Activity 2: Gather all the individual Development Plans after the workshop	HR SEPS, HRMO	February 2, 2022	Sample accomplished IDP
	Activity 3: Come up with a plan as to the L & D interventions to be given to all employees	HR SEPS/ HRMO	February 4, 2022	
	Activity 4: Monitor the implementation of the L & D interventions quarterly	L&D team, Program holders Focal: M&E	Quarterly	

	Activity 5: Evaluate the effectiveness/ impact of L&D intervention on employees and organization's performance	Research coordinator Focal: R. Alcuizar	February 2022	
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REWARDS AND RECOGNITION

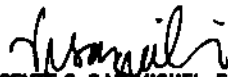
Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What will be done?	Responsibilities Who will Do it?	Timeline By when? (Day/Month)	Success indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?
Action Step 1: Develop/Update a customized R & R policy with specific guidelines in the application of EOP	Activity 1: Draft a customized R&R Policy with guidelines in the application of EOP	PRAISE committee Focal: E. Eborá M.G. Dublas	End of February 2022 -Initial Draft by February 22, 2022 -Final draft by February 27, 2022 -Approved plan by February 28, 2022	
	Activity 2: Seek approval of the R&R policy by the agency head	Focal: E. Eborá M.G. Dublas	Approved plan by February 28, 2022	Customized R&R with EOP approved by agency head
Action Step 2: Issue an Office Order relative to the reconstitution of the R&R (PRAISE) Committee with additional functions		SDS Focal: E. Eborá M.G. Dublas	January 21, 2022, Released of approved Office Order by January 27, 2022	Approved Office Order constituting the R&R PRAISE Committee with additional functions
Action Step 3: Develop a tracking tool/template on the Annual R&R budget utilization vis-à-vis R&R implemented programs		M&E, PRAISE, Division Accountant Focal: W.W. Merida	January 27-28, 2022	Accomplished Tracking tool
Action Step 4: Establish a computer-based system on R&R	Upload Data on R&R in the computer system, thus: - R&R Process Flow	DICT, ITO, Focal: P. Arias	February 10, 2022	MS Excel/MS Access/ Automated Applications with uploaded data on R&R, thus:

	<ul style="list-style-type: none"> - MFOs and success indicators - PDF Files of minutes of meetings and resolutions of PMT - System Review Data on R&R 			<ul style="list-style-type: none"> - R&R Process Flow - MFOs and success indicators - PDF Files of minutes of meetings and resolutions of PMT - System Review Data on R&R
Action Step 5: Develop a plan for the R&R programs for the year	Activity 1: Come up with a list of the R&R programs based on the R&R policy, which should include R&R programs outstanding performance and loyalty	PRAISE, Division Accountant Focal: E, Eborá	January 28, 2022 Draft to be submitted for review/eval by January 21, 2022	List of R&R programs including R&R programs for outstanding performance and loyalty
	Activity 2: Provide a budget for all the R&R programs	Division Accountant and Budget Officer Focal: W.W. Merida	January 27, 2022	List of R&R programs with corresponding budget
	Activity 3: Develop R&R selection criteria that includes EEOP application	PRAISE Focal: W.W. Merida	January 19- 27, 2022	Approved R&R selection criteria that includes EEOP applications
	Activity 4: Orientation Program on the R&R policies of the Office	PRAISE Focal: W.W. Merida	January 19- 27, 2022	Documentation on the Orientation program
	Activity 5: Use the screening criteria in the selection of employees deserving of R&R	Focal: W.W. Merida	End of October 2022	R&R/PRAISE Committee minutes of meetings and results of deliberations

	Activity 6: Provide on-the-spot incentives/rewards	Focal: W.W. Merida	December 2022	List of recipients of on-the-spot incentives/rewards
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Prepared by:

Recommending Approval:


VICENTE G. SAN MIGUEL, EdD

Public School District Supervisor/PRIME-HRM Lead Coordinator


ALIENA S. DAJAY, PhD, CESE

Assistant Schools Division Superintendent

Approved by:


VICTORIA Y. GAZO, PhD, CESO V

 Schools Division Superintendent

Important dates to note: *Every Friday each week is the PRIME -HRM Meeting*
Preparation of Documents from January 17-31, 2022
Finalization of Entries February 1-10, 2022
Submission to the CSC February 11, 2022