



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

Dm- 2022- 03 - 198  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: MAR 31 2022  
 BY: [Signature]

**DIVISION MEMORANDUM**

No. 198, s. 2022

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 All Others Concerned  
 This Division

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

**DATE:** March 28, 2022

**RE:** Participants to the Orientation on Citizen's Charter and Program to Institutionalize Meritocracy and Excellence on Human Resource Management (PRIME-HRM) and Working Committees for the Activity

Relative to the compliance to CSC MC No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence on Human Resource Management (PRIME-HRM) the following Personnel are directed to attend the half day Orientation on PRIME-HRM to be conducted by the Civil Service Commission Bukidnon Field Office Director on April 1, 2022 at 9:00 AM at the Division GAD Hall.

Committee / Group	Names	Designation
PRIME-HRM Working Committee Members	1. Victoria V. Gazo, PhD, CESO V	SDS/ Overall Chairperson
	2. Aliena S. Dajay, PhD, CESE	ASDS/Vice Chairperson
	3. Vicente G. Sanmiguel	PSDS/PRIME-HRM Lead Coordinator
	<i>Pillar I - RSP</i>	
	4. Guia Ma. G. Villahermosa	AO IV Personnel/Chairperson
	5. Novilyn G. Palma	AOII /Member
	6. Sunshine C. Gamboa	ADAS III/Member
	7. Evelyn Joy V. Don	ADAS III/ Secretariat
	<i>Pillar II - L&amp;D</i>	
	8. Lorenzo O. Capacio	Chief SGOD/Chairperson
9. Woodrow Wilson B. Merida	SEPS HRD/Co-Chairperson	
10. Rex C. Dacanay	EPSP II HRD/Member	



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	<p>11. Marsfifth M. Mamawag  12. Karl Lois C. Pagaran</p> <p style="text-align: center;"><i>Pillar III – PMS</i></p> <p>13. Ralph T. Quirog  14. Lorenzo O. Capacio  15. Manuel D. Dinlayan, II  16. Rosalio P. Arangco  17. Florabelle R. Porras  18. Sibyl L. Maputi  19. Dindo M. Gabales  20. Gretchen V. Catane  21. Rhysa Cyle C. Rosalejos  22. Ria K. Alcuizar  23. Irish J. Cagatcagat</p> <p style="text-align: center;"><i>Pillar IV – R&amp;R</i></p> <p>24. Edelina M. Eborra  25. Mary Gladys J. Dublas  26. Rio G. Arbutante  27. Lucilyn M. Cahucom</p>	<p>SEPS Soc.Mob./Member  PDO I/Secretariat</p> <p>Chief CID/Pillar III PMS Chairperson  Chief SGOD/Pillar III PMS Chair  AOV Admin./ Pillar III Chairperson  EPS/ Member  AO IV-Records/Member  AO V Budget/Member  EPS/Member  EPSpII/Member  Accountant III/Member  SEPS Planning/Member  AAide VI/ Secretariat</p> <p>SEPS M&amp;E/Member  EPSpII M&amp;E/Member  EPSpII SocMob/Member  PDO I/Secretariat</p>
Unit Heads / Performance Management Team	<p>1. Darvy C. Daguimol  2. Rufelia J. Limbengco  3. Wincerbogne L. Pesisano  4. Paul John P. Arias  5. Pamela L. Astudillo  6. Novem A. Sescon  7. Jimdandy S. Lucine  8. Paul Regie C. Mabelin  9. Leslie T. Fontanilla</p>	<p>AOIV Asset Management  AOIV Cash  Attorney III  ITO I  AO II Procurement  Planning Officer III  PDO II  Medical Officer III  Engr. III</p>
HRMPSB	<p>1. Almaco F. A. Villanueva, Jr.  2. Lepelyn S. Valdez  3. Irene A. Dinlayan  4. Susan S. Olana  5. Benjamin M. Buhawe  6. Rosie A. Salupado  7. Romil T. Jabonero  8. Glaive Mae D. Molawan  9. Amorelle Faith P. Go</p>	<p>AO IV, Non-Teaching Rep.  MTII, MCDTFA President (Secondary)  MTII, MCDTFA VPres. (Elementary)  Principal IV, DAPSSHI President  Principal II, PESPA President  EPS President/Representative  PSDS President/Representative  AAide VI/ HRMPSB Secretariat  ADAS III/HRMPSB Secretariat</p>



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**WORKING COMMITTEES FOR THE ACTIVITY**

Committee	Functions
<b>Secretariat / Registration</b> Chairman: Evelyn Joy V. Don, ADAS III Co-Chairman: Amorelle Faith P. Go, ADASIII Member: Glaive Mae D. Molawan, AAVI	<ul style="list-style-type: none"> <li>• Facilitate the registration / attendance</li> <li>• Prepare communication and memorandum related to the activity</li> <li>• Record proceedings of the activity and submit it to the Division PRIME-HRM Committee</li> <li>• Prepare and facilitate signing of certificates</li> </ul>
<b>Physical, Technical and Decoration</b> Chairman: Manuel D. Dinlayan, II, AO V Co-Chairman: Guia Ma. Villahermosa, AO IV Member: Novilyn G. Palma, AO II  <b>Physical and Technical</b> Members: Team General Services  <b>Decoration</b> Members: Team Personnel	<ul style="list-style-type: none"> <li>• Prepare floor plan (table and chair arrangement, dining area, logistics etc..)</li> <li>• Facilitate the provision of logistics, sound system, microphones, and testing its functionality prior to the start of activity</li> <li>• Facilitate technical testing</li> <li>• Backdrop / decoration</li> </ul>
<b>Food</b> Chairman: Rufelia J. Limbengco, AO IV Co-Chairman: Pamela L. Astudillo, AO II Member: Florabelle R. Porras, AO IV	<ul style="list-style-type: none"> <li>• Facilitate the booking, choice of menu and provision thereof as scheduled</li> </ul>
<b>Program, Media, and Documentation</b> Chairman: Paul John P. Arias, ITOI Co-Chairman: Karl Lois C. Pagaran, PDO I Member: Dave M. Feliciano, ADAS III	<ul style="list-style-type: none"> <li>• Prepares the program for the activity</li> <li>• Provide the media and audio presentation based on program</li> <li>• Facilitate videography (if necessary) and photography</li> <li>• Assist the speaker in the orientation proper</li> </ul>
<b>Overall Steering Committee</b> Chairman: Victoria V. Gazo, PhD., CESOV Co-Chairman: Aliena S. Dajay, PhD, CESE Member: AOV Admin., CID and SGOD Chiefs	<ul style="list-style-type: none"> <li>• Supervise the performance of tasks of the working committees</li> <li>• Review the communication and memos related to the activity</li> <li>• Supervise and facilitate the conduct of the activity</li> </ul>

Copy furnished:

- Records Unit
- Personnel Unit

TO BE POSTED ON THE WEBSITE



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