



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

DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: 9/7 Time: 9:20  
 By:

**DIVISION MEMORANDUM**

No. 467, s. 2022

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

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

**DATE:** September 5, 2022

**SUBJECT: ORIENTATION OF THE PRIME-HRM VALIDATION OF THE  
 DIVISION OF MALAYBLAY CITY**

1. Relative to the validation of the accreditation of the Schools Division Office to the PRIME-HRM program of the Civil Service Commission mandated by CSC MC 24, s. 2016, this Office disseminate the **PRIME-HRM** accreditation activity scheduled on **September 8-9, 2022**, from **8:00-5:00pm**.
2. To better prepare for the activity, **all section and unit heads** are advised to join the orientation activity on **September 7, 2022**, at **10:00am** at GAD Hall along with the process owners of the personnel services. In addition, the composition of the **PRIME HRM committees** is advised to join and should prepare the documents for the validation schedule along with the introductory videos for each pillar. As part of the CID team the following EPS (*Rachel R. Valde, EPS in English*) and PSDS (*Liza Balintongog and Noel Tan Nery*) will join the CID team. Lead focal person in each pillar are advised to prepare a PowerPoint presentation highlighting the pillar processes.
3. Attached is the **Program of Activities** and PRIME-HRM Composite team for reference.
4. For clarification and information, contact **Vince G. Sanmiguel, EDD**, Public Schools District Supervisor/PRIME -HRM Lead Coordinator at 09778091156.

Copy furnished:

Records Unit

To be posted on the website



**OPENING PROGRAM**

September 8, 2022

Online Registration	
National Anthem	
Prayer	
Panunumpa sa Kawani ng Gobyerno	Via Video Presentation
Bukidnon My Home (Kanak Ha Banawa)	
Quality Policy	
Opening Remark	<b>Aliena S. DAJAY, PhD, CESE</b> Assistant Schools Division Superintendent
Division of Mataybalay City Introductory Video	
Message	<b>VICTORIA V. GAZO, LPT, PhD, CESO V</b> Schools Division Superintendent <b>Vicente G. San Miguel, EdD</b> Public Schools District Supervisor <b>MARIA CRISTINA G. T.SALIGUMBA</b> Chief Human Resource Specialist <b>CSC RO X PRIME HRM Team</b> <b>Director Lourdes B. Pelaez</b> Director II, Bukidnon Field Office <b>MARIA CRISTINA G. T.SALIGUMBA</b> Chief Human Resource Specialist <b>Bethany Marie P. Noces</b> Human Resource Specialist I
Introduction of Validators:	
Orientation of the Validation Activity	
Validation Activity Proper	

**CLOSING PROGRAM**

September 9, 2022

Nationalistic Song	
Insights	<b>Aliena S. DAJAY, PhD, CESE</b> Assistant Schools Division Superintendent <b>Director Lourdes B. Pelaez</b> Director II, Bukidnon Field Office <b>CSC RO X PRIME HRM Team</b> <b>Director Lourdes B. Pelaez</b> Director II, Bukidnon Field Office <b>MARIA CRISTINA G. T.SALIGUMBA</b> Chief Human Resource Specialist <b>Bethany Marie P. Noces</b> Human Resource Specialist I
Message	
Findings and Observation	
Agency Head Response	<b>VICTORIA V. GAZO, LPT, PhD, CESO V</b> Schools Division Superintendent
Closing Remarks	<b>Ralph T. Quirog</b> Chief Education Supervisor



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

DM-2022-01-027  
DEPED MALAYBALAY CITY DIVISION  
RELEASED 1.22 AM  
DATE: JAN 12 2022  
BY: JAN 12 2022

**DIVISION MEMORANDUM**

No. 077, 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



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

---

**Co-Chairperson:** Woodrow Wilson B. Merida

**Members:** Rex C. Dacanay  
Marsfith 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. Paganan	Learning and Development
Irish J. Cagatcagat	Performance Management System
Lucilyn M. Cahucom	Rewards & Recognition



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



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

---

**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.



---

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