



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

DM-2022-10-554
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 OCT 19 2022 Time: 8:30
 By: George

DIVISION MEMORANDUM

No. 554, s. 2022

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors SGOD and CID
 Pillar Lead Focal Persons
 All Others Concerned
 This Division

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

DATE: October 18, 2022

SUBJECT: PRIME-HRM DOCUMENTS REGULAR UPDATING

1. Relative to 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 advised the lead persons in each Pillar committees to regularly update of the documents per pillar in preparation of the **Civil Service Commission Central Office validation activities** which will happen anytime. It is advice that secretariat and lead focal person will perpetually sort and file the evidence right after the activity related to the pillar for smooth filing.
2. As part of the measure, **every last Monday of the month** the office will hold a regular meeting and reportorial activities facilitated by the *Assistant Schools Division Superintendent* and the **PRIME HRM** Lead person for this purpose.
3. For clarification and information, contact **Vince G. Sanmiguel, EdD**, Public Schools District Supervisor at 09778091156.

Copy furnished:
 Records Unit
 To be posted in the website.

