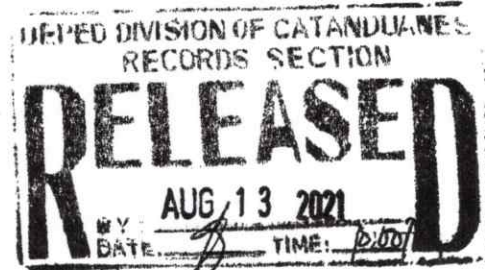




Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



August 4, 2021

**DIVISION MEMORANDUM**

No. 348, s. 2021

**ORGANIZATION OF TECHNICAL WORKING GROUP FOR THE PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM)**

TO: Assistant Schools Division Superintendent  
 Chief Education Program Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Division Executive Committee (DExeCom) Members  
 Elementary and Secondary School Heads  
 Teaching, Teaching-Related, School Administration and Non-Teaching Associates  
 SDO Proper Personnel  
 All Others Concerned

1. This division is set to establish and institutionalize the **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)** pursuant to **Civil Service Commission Memorandum Circular (CSC MC) No. 3, s. 2012** and DepEd Order No. 009, s. 2021 titled **Institutionalization of a Quality Management System (QMS) in the Department of Education**
2. In this connection, the Technical Working Groups (TWGs) to take charge of the PRIME-HRM systems are hereby constituted. The following are the members of the TWGs:

Team Members	Recruitment and Placement	Selection	Performance Management	Learning and Development	and Rewards and Recognition
<b>Chair</b>	Susan S. Collano Assistant Schools Division Superintendent Office of the SDS		Susan S. Collano Assistant Schools Division Superintendent Office of the SDS	Susan S. Collano Assistant Schools Division Superintendent Office of the SDS	Susan S. Collano Assistant Schools Division Superintendent Office of the SDS
<b>Co-Chair</b>	Ma. Luisa T. Dela Rosa Asst. Schools Division Superintendent		Ma. Luisa T. Dela Rosa Asst. Schools Division Superintendent	Ma. Luisa T. Dela Rosa Asst. Schools Division Superintendent	Ma. Luisa T. Dela Rosa Asst. Schools Division Superintendent
<b>Members</b>	Marichelle B. Llave Administrative Officer IV		Romel G. Petajen Chief Education Supervisor	Mary Jean S. Romero Chief Education Supervisor	Eva S. Tolentino Administrative Officer V
	Nelson T. Sicio Education Program Supervisor		Cynthia T. Soneja Education Program Supervisor	Aroline T. Borja Education Program Supervisor	Ma. Gina M. Templonuevo Education Program Supervisor
	Roma Angelee A. Soleybar Administrative Officer II		Frankie T. Turalde Education Program Supervisor	Gina B. Pantino Education Program Supervisor	Ma. Cielo C. Tubale Administrative Officer V





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Atty. Chilzia T. Rojas Legal Officer	Amelia B. Cabrera Education Program Supervisor	Angelo James O. Aguinale Accountant III	Liza R. Bernardo Administrative Officer IV
Fidel A. Vegim School Principal II	Rey C. Bonayon Planning Officer III	Gina L. Custodio Education Program Supervisor	Jezahel T. Omadto Education Program Supervisor
Elias V. Abundo Public Schools District Supervisor	Ruben Jose V. Tria School Principal I	Jesslyn T. Taway Education Program Supervisor	Cristina T. Barrameda Administrative Officer IV
Imaculate T. Latorre Education Program Specialist II	Nino Gerard C. Ceneta Education Program Supervisor	Anjo G. Tugay Senior Education Program Specialist	Kristine G. Santelices Medical Officer III
Jose D. Bonifacio School Principal I	Sarah S. Chiong Senior Education Program Specialist	Marife B. Brequillo Senior Education Program Specialist	Maria Audrea L. Vivo Project Development Officer II
Edna D. Marquez Master Teacher II	Marisol T. Lim School Principal III	Emeline Francia P. Abrasaldo Nurse II	Maybelle V. Rubio School Principal II

**Information and Communication Technology**

<b>Chair</b>	Jennifer B. Metica Information Technology Officer I		
<b>Members</b>	Jake S. Sarmiento Teacher III	Joselito T. Ruiz School Principal II OIC-PSDS	Elizabeth S. Urbano Education Program Specialist II
	Bryan C. Laguda COS	Jake M. Tablo Administrative Assistant III	Jerald A. Sualibio Administrative Aide VI
<b>Secretariat</b>	Christine Louise S. De Leon Administrative Assistant III	Linda A. Icaranom Administrative Assistant III	Jane Rose C. Asanza COS
		Ma. Carissa M. Guerrero Administrative Assistant III	Korina Carla H. Basco Administrative Aide VI

3. All the members of the TWGs shall attend the virtual learning and development intervention coined as **“Appreciation Course on the Evidences for PRIME-HRM Level 2”** to be conducted by the Civil Service Commission, Regional Office V on the following schedules:

**Module 1 (RSP and PM)**

- Day 1 (September 9) – 9:30 a.m. to 12:00 n.n
- Day 2 (September 13) – 9:30 a.m. to 12:00 n.n
- Day 3 (September 16) – 9:30 a.m. to 12:00 n.n
- Day 4 (September 20) – 9:30 a.m. to 12:00 n.n

**Module 2 (R&R and L&D)**

- Day 1 (October 12) – 9:30 a.m. to 12:00 n.n
- Day 2 (October 14) – 9:30 a.m. to 12:00 n.n
- Day 3 (October 19) – 9:30 a.m. to 12: n.n
- Day 4 (October 22) – 9:30 a.m. to 12:00 n.n







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4. The Registration Fee of **Five Hundred Pesos (P500.00)** per module shall be charged to the Division/School MOOE subject to the usual accounting and auditing rules and regulations. Upon completion of the requirements, participants will earn a total of ten (10) training hours.
5. Each TWG shall prepare a plan of action on the expected deliverables and outputs.
6. To prepare the teams even before the completion of the L&D intervention, a pre-planning conference shall be held on August 19, 2021, from 9:00 a.m. to 12:00 n.n. The online platform and link shall be sent later.
7. Other expenses relative to this activity shall be charged against the division MOOE subject to the usual accounting and auditing rules and regulations.
8. Widest dissemination of this Memorandum is desired.

**SUSAN S. COLLANO**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

