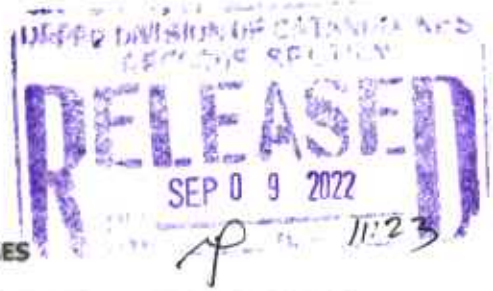




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**




September 9, 2022

DIVISION MEMORANDUM  
OSDS-DM- 435 S. 2022

**PRIME HRM SERIES 1 and 2:  
RE- ORIENTATION-WORKSHOP, COACHING, AND MENTORING SESSIONS  
TO THE TECHNICAL WORKING GROUP OF THE PRIME- HRM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
PRIME- HRM Technical Working Group  
All Others Concerned

1. In connection with the implementation of PRIME –HRM systems to the field, this office calls for re-orientation, coaching and mentoring sessions for the Prime-HRM Technical Working Group on **September 14-16, 2022**, and **September 21-23, 2022** at a venue to be announced later.
2. The activities aim to:
  - a. re-orient the technical working group on their, duties, functions, and responsibilities as members of the PRIME- HRM Technical Working Group;
  - b. present the different issues and concerns in the preparation of the evidence requirements;
  - c. evaluate the evidence requirements prepared by the Technical Working Group;
  - d. prepare the necessary adjustments in the documents and;
  - e. prepare the final draft of all documents needed for Prime-HRM level 2 .
3. The expenses to be incurred in this activity shall be charged from the HRTD Fund, while travel and other expenses shall be charged from mooc/local funds subject to the usual auditing rules and regulations.
4. Attached are the matrix of the activity and list of participants for your reference.
5. For information, guidance, and compliance of all concerned.

  
**SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

**Program Management Team**

Executive	1	SDS Susan S. Collano
	2	ASDS Ma. Luisa T. Dela Rosa
	3	CID-Chief Romel G. Petajen
	4	SGOD-Chief Mary Jean S. Romero
Program Manager	5	Elizabeth Urbano
Emcee	6	Ma. Carissa M. Guerrero
Monitoring and Evaluation	7	Sarah Chiong
Support	8	Jake M. Tablo
	9	Gerard Sualibio
	10	Ma. Eliza M. Icaranom.
Documenter	11	Roma Angelee A. Soleybar

**Learning Facilitators**

Head- Training Team	1	SDS Susan S. Collano
Asst Head- Training Team	2	ASDS Ma. Luisa T. Dela Rosa
Facilitator	3	Marichelle B. Llave
Facilitator	4	Romel G. Petajen
Facilitator	5	Mary Jean S. Romero

## MATRIX OF ACTIVITIES

### PRIME HRM Series 1: Reorientation on the PRIME- HRM

Time	Day 1	Day 2	Day 3
07:30-08:00	Registration		
08:01-08:30	Opening Preliminaries	Management of Learning	Management of Learning
08:30-12:00	<p><b>Session 1:</b> Looking Back: The Prime- HRM Journey</p> <p>Reorientation of the Prime- HRM Sub-Systems</p> <hr/> <p><b>Session 2:</b> Duties, functions, and responsibilities of the PRIME_ HRM Technical Working Group</p> <p><b>Session 3:</b></p>	Continuation of workshop	Cross-checking aligning the ERs of the 4 systems
12:00-01:00	Lunch Break		
01:00-03:00	<p>Workshop on the finalized ERs for</p> <ul style="list-style-type: none"> <li>• <b>Recruitment, Selection, and Placement,</b></li> <li>• <b>Learning and Development</b></li> <li>• <b>Performance Management</b></li> <li>• <b>Rewards and Recognition</b></li> </ul>	Feedback and Coaching	Ways Forward
03:00-05:00			Closing Program
END			



Republic of the Philippines  
**Department of Education**  
Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**MATRIX OF ACTIVITIES**

**PRIME HRM Series 2: Final Coaching of the Different Pillars of Prime HRM**

<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
07:30-08:00	Registration		
08:01-08:30	Opening Preliminaries	Management of Learning	Management of Learning
08:30-09:30	Session 1 : Appreciating Coaching and Mentoring in the context of DepEd system	Feedback and Coaching on <b>Recruitment, Selection, and Placement</b>	Preparation of the Final Draft of all Pillars
10:30-12:00	Session 2:	Feedback and Coaching on <b>Learning and Development</b>	
12:00-01:00	Lunch Break		
01:00-02:00	Feedback on the preparation of the ERs of each pillar	Feedback and Coaching on <b>Performance Management</b>	Presentation and Critiquing
02:00-05:00		Feedback and Coaching on <b>and Rewards and Recognition</b>	Closing Program
END			





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

**PRIME-HRM TECHNICAL WORKING GROUP**

<b>Team Members</b>	<b>Recruitment and Placement</b>	<b>Selection</b>	<b>Performance Management</b>	<b>Learning Development</b>	<b>and</b>	<b>Rewards and Recognition</b>	<b>and</b>
<b>Chairperson</b>	Susan S. Collano Schools Division Superintendent						
<b>Co-Chairperson</b>	Ma. Luisa T. Dela Rosa Asst. Schools Division Superintendent						
<b>Members</b>	Marichelle B. Llave Administrative Officer IV		Rommel G. Petajen Chief Education Supervisor	Mary Jean S. Romero Chief Education Supervisor		Eva S. Tolentino Administrative Officer V	
	Mary Rose Sta. Rosa School Principal I		Cynthia T. Soneja Education Program Supervisor	Aroline T. Borja Education Program Supervisor		Ma. Cielo C. Tubale Administrative Officer V	
	Roma Angeles A. Soleybar Administrative Officer II		Frankie T. Turalde Education Program Supervisor	Gina B. Pantino Education Program Supervisor		Liza R. Bernardo Administrative Officer IV	
	Atty. Norlito Jr. Agunday Legal Officer		Amelia B. Cabrera Education Program Supervisor	Angelo James O. Aguinalde Accountant III		Ma. Gina M. Templonuevo Education Program Supervisor	
	Fidel A. Vegim School Principal II		Rey C. Bonayon Planning Officer III	Gina L. Custodio Education Program Supervisor		Jezrahel T. Omadto Education Program Supervisor	
	Elias V. Abundo Public Schools District Supervisor		Ruben Jose V. Trina School Principal I	Jeslyn T. Taway Education Program Supervisor		Cristina T. Barrameda Administrative Officer IV	
	Immaculata T. Latorre Education Program Specialist II		Nino Gerald C. Ceneta Education Program Supervisor	Anjo G. Tugay Senior Education Program Specialist		Kristine G. Santelices Medical Officer III	
	Jose Bonifacio School Principal I		Sarah S. Chiong Senior Education Program Specialist	Marife B. Brequillo Senior Education Program Specialist		Audrea L. Vivo Project Development Officer II	
	Sonia Prensader School Principal II		Efren Matienzo School Principal I	Emeline Francia P. Abrasaldo Nurse II		Maybelle Kudw Principal II	
	Edna D. Marquez Master Teacher II		Mariol T. Lim School Principal III				
			Efren Gurrobat Head Teacher III				
<b>Information and Communication Technology</b>							
<b>Chair Members</b>	Jennifer B. Metica Information Technology Officer I		Joselito T. Ruiz School Principal II OIC-PSDS	Elizabeth S. Urbano Education Program Specialist II		Juan Carlo A. Tapel Teacher II	



Republic of the Philippines

**Department of Education**

REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Bryan C. Laguda  
Administrative Aide I

Jake M. Tablo  
Administrative Assistant  
III

Jerald A. Sualibio  
Administrative Aide VI

Jean Flor Cestina  
Administrative  
Assistant III  
Kotina Carla H.  
Basco  
Administrative  
Officer II

Secretariat

Christine Louise S. De  
Leon  
Administrative Officer II

Linda A. Icarapom  
Administrative Assistant  
III

Ma. Carissa M. Guerrero  
Administrative Officer II