



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

10 OCT 2022

DIVISION MEMORANDUM
No. 476, s. 2022

**ORIENTATION ROLLOUT OF POLICY MANUAL ON PROGRAM TO
INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE
MANAGEMENT (PRIME-HRM)**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Catanduanes shall conduct the orientation of the customized policy on the four core systems of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PIME-HRM) to all teaching and non-teaching personnel in the schools.
2. The activity aims to:
 - a. Orient the participants of the policy manual of the four core systems of the PRIME-HRM;
 - b. Establish the mechanisms, including the processes needed in the district and school levels;
 - c. Develop the sense of commitment and appreciation of meritocracy and excellence in human resource management.
3. The participants in this activity are the teaching and nonteaching personnel of the district and schools.
4. The orientation rollout shall be done on October 22, 2022 (Saturday). The venue in each district shall be determined by the respective Public School District Supervisor/OIC. A one-day service credit shall be given to the teachers and COC to the non-teaching personnel to compensate for the Saturday schedule.
5. The PSDS In-Charge of the District, the school head, and the teacher-representative who attended the division orientation shall compose the resource persons of the orientation.



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6. A District Staff Orientation Workshop (DSOW) shall be conducted on October 13, 2022, for zones 3&4 and October 14, 2022, for zones 1&2 to prepare the resource persons for the rollout.
7. The list of assigned TWG members and other details is attached.
8. Expenses to be incurred in this orientation shall be charged to local/school MOOE subject to its availability and the usual accounting rules and regulations.
9. Widest dissemination of this Memorandum is desired.

SUSAN S. COLLANO, CESO V
Schools Division Superintendent

Encls:

To be indicated in the Perpetual Index under the following subjects:

SSC/DM-ORIENTATION ROLLOUT OF POLICY MANUAL ON PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM)
0004/October 8, 2022



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SCHEDULE OF DISTRICT STAFF ORIENTATION WORKSHOP ON SCHOOL BASED ORIENTATION ON POLICY MANUAL
ON PRIME-HRM

OCTOBER 13-14, 2022

DATE	SYSTEM	NAME OF TWG	DISTRICT	VENUE
OCTOBER 14, 2022 8:00AM- 5:00PM	RSP	Elias Abundo / Amelia Eusebic	VIRAC NORTH	Virac Pilot ES (Galbaldon Bldg.)
	L&D	Gina Custodio		
	PM	Amelia Cabrera		
	RR	Dr. Kristine Sentelices/ Jean Flor Cestina		
	RSP	Mary Rose Sta. Rosa	VIRAC SOUTH	Virac Central ES
	L&D	Aroline Borja		
	PM	Linda Icaranom		
	RR	Jezrahel Omadto / Jun Carlo Tapel	SAN ANDRES WEST	Cabcab Central ES
	RSP	Imaculate Latorre		
	L&D	Jesslyn Taway		
	PM	Marisol Lim		
	RR	Liza Bernardo	SAN ANDRES EAST	San Andres Vocational School (SAVS)
	RSP	Atly. Norlito Jr P. Agunday		
	L&D	Gina Pantino		
PM	Efren Gutrobat			
RR	Maybelle Rubio / Korina Carla Basco	BATO EAST AND BATO WEST	Cabugao IS	
RSP	Sonia Prensader			
L&D	Emeline Francia Abrasaldg/Ma. Carissa Guerrero			
PM	Frankie Turalde			
RR	Eva Tolentino/ Cherie Perez, Cielo Tubale	SAN MIGUEL NORTH	Mabato CES	
RSP	Jose Bonifacio			
L&D	Marife Brequillo			
PM	Josefrito Ruiz			
RR	Cristina Barrameda	SAN MIGUEL SOUTH	San Miguel RDHS	
RSP	Elias Abundo			
L&D	Elizabeth Urbano			
PM	Cynthia Soneja			
RR	Ma. Andrea Vivo			
RSP	Fidel Vegim	Baras North & South	Baras CES	
L&D	Anjo Tugay			
PM	Ruben Jose Tria			
RR	Ma. Gina Tenplonuevo			

SCHEDULE OF DISTRICT STAFF ORIENTATION WORKSHOP ON SCHOOL BASED ORIENTATION ON POLICY MANUAL
ON PRIME-HRM

OCTOBER 13-14, 2022

DATE	SYSTEM	NAME OF TWG	DISTRICT	VENUE
OCTOBER 13, 2022	RSP	Elias Abundo	VIGA EAST	Tambongon CES
	L&D	Jesslyn Taway		
	PM	Frankie Turalde		
	RR	Cherie Perez, Kristine Santelices		
	RSP	Imaculate Latorre	VIGA WEST	Viga Central ES
	L&D	Anjo Tugay/ Gerald Sualibio		
	PM	Joselito Ruiz		
	RR	Audrea Vivo/ Eva Tolentino		
	RSP	Fidel Vegini	PANGANIBAN BAGAMANOC	Bagamanoc RDHS/ Panganiban CES
	L&D	Gina Pantino		
PM	Cynthia Sonjeja			
RR	Jezeahel Omadto/ Maybelle Rubio			
RSP	Jose Bonifacio	PANDAN EAST & WEST	Pandan CES	
L&D	Marife Breguillo/ Elizabeth Urbano			
PM	Eftren Matierzo			
RR	Liza Bernardo/ Jean Flor Celestina	CARAMORAN		
RSP	Mary Rose Sta. Rosa			
L&D	Aroline Borja/ Gina Custodio/Emeline Abrasaldo	NORTH & SOUTH	Datag Central ES	
PM	Amelia Cabrera			
RR	Kristina Barrameda/ Korina Carla Basco			