



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

**UNNUMBERED MEMORANDUM:**

OSDS-PER-UM-10-12-2022/MBL

TO : Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/In-Charge of Districts  
 Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 PRIME-HRM TWGs  
 All Others Concerned

FROM : *By Authority of the Schools Division Superintendent:*

*Juliet*  
**ATTY. NORLITO JR. P. AGUNDAY**  
 Attorney III - Legal Officer  
 Officer-In-Charge

DATE : October 12, 2022

SUBJECT : **CORRIGENDUM TO DIVISION MEMORANDUM NO. 476, S. 2022 re: Orientation Roll-out of Policy Manual of PRIME-HRM**

1. Please be informed of the new schedule of the following PRIME-HRM TWG Members to wit:

**REWARDS AND RECOGNITION**

DATE	DISTRICT	IN-CHARGE	VENUE
October 13, 2022	Viga East	Cherie V. Perez	Tambongon CES
October 13, 2022	Caramoran North & South	Cristina Barrameda	Datag CES
October 14, 2022	Virac South	Jun Carlo Tapel Jean Flor Cestina	Virac CES
October 14, 2022	Bato East & West	Cherie Perez Ma. Cielo C. Tubale	Cabugao IS
October 14, 2022	San Miguel North	Cristina Barrameda	Mabato CES
October 14, 2022	Gigmoto	Ma. Gina M. Templonuevo	Baras CES





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**LEARNING AND DEVELOPMENT**

<b>DATE</b>	<b>DISTRICT</b>	<b>IN-CHARGE</b>	<b>VENUE</b>
October 13, 2022	Bagamanoc & Panganiban	Elizabeth Urbano	Bagamanoc RDHS/Panganiban CES
October 14, 2022	Bato East & West	Emeline Francia P. Abrasaldo	Cabugao IS
October 14, 2022	Baras & Gigmoto	Aroline T. Borja	Baras CES
October 14, 2022	Virac South	Anjo G. Tugay	Virac CES
October 14, 2022	San Andres West	Elizabeth Urbano	Cabcab CES
October 14, 2022	San Miguel South	Jesslyn Taway	San Miguel RDHS

**RECRUITMENT, SELECTION AND PLACEMENT**

<b>DATE</b>	<b>DISTRICT</b>	<b>IN-CHARGE</b>	<b>VENUE</b>
October 13, 2022	Bagamanoc & Panganiban	Christine Louise S. De Leon	Bagamanoc RDHS/Panganiban CES

2. Likewise, Public Schools District Supervisors are expected to take the lead in conducting the District Staff Orientation Workshop and School Roll-Out of the Policy Manual of PRIME-HRM.
3. Attached is the DSOW Activity matrix for your reference.
4. For information and guidance.

MBL/ORIENTATION ROLL-OUT OF POLICY MANUAL ON PRIME-HRM  
\_\_\_\_\_/October 12, 2022



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph  
www.depedrocatanduanes.com  
DepEd Tayo-Region V - Catanduanes



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

October 13-14, 2022

<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON/FACILITATOR</b>
<b>7:00-8:00</b>	Registration	Host School
	Preliminaries	
<b>8:00-8:30</b>	Philippine National Anthem	
	Prayer	Host School
	Presentation of Participants & TWG Members	
	Welcome Message	School Head of Host School
	Statement of Purpose	Public Schools District Supervisor
		AVP
<b>8:30-9:15</b>	PRIME-HRM Journey of SDO Catanduanes	
<b>9:15-9:30</b>	Overview of the PRIME-HRM	
	Presentation of PRIME-HRM Policies	
<b>9:30-10:30</b>	Recruitment, Selection, & Placement	PSDS/RSP Representative
<b>10:30-11:30</b>	Learning & Development	PSDS/L&D Representative
<b>11:30-12:00</b>	Open Forum	
<b>12:00-1:00</b>	Lunch break	
	Presentation of PRIME-HRM Policies	
<b>1:00-2:00</b>	Performance Management	PSDS/PM Representative
<b>2:00-3:00</b>	Rewards & Recognition	PSDS/R&R Representative
<b>3:00-4:00</b>	Open Forum	
	Planning for School-Based Roll-out	
<b>4:00-5:00</b>	Closing Program	PSDS