

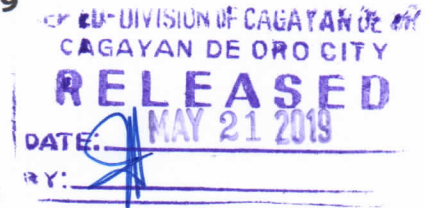
Department of Education
Region X- NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY
Fr. William F. Masterson, SJ Avenue,
KM5, Upper Balulang, Cagayan de Oro City



May 21, 2019

MEMORANDUM

TO: **ALICIA E. ANGHAY, Ph.D., ASDS**
ROSALIO R. VITORILLO, Chief EPS - SGOD
DERROLD MARL S. AVES, Ph.D., SEPS-HRD
ARNEL C. CALUBAG, CPA, Accountant III
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RAUL A. DECHOSA, Ph.D., SEPS-M&E
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JOEL POTANE, Ph.D., Division Testing Coordinator
MARK JOHN GABULE, Division Research Coordinator
JANUARY GAY T. VALENZONA, Ph.D., LRMSD Coordinator
DIVISION L&D TEAM
PSB MEMBERS
PRAISE COMMITTEE MEMBERS
ALL OTHER CONCERNED



**SUBMISSION OF PRIME HRM REPORTS/DOCUMENTS
FOR REVIEW AND CONSOLIDATION**

1. All concerned PRIME HRM focal persons are hereby requested to submit the report/documents assigned to them (please see attached table).
2. All hard copied shall be submitted to the designated PRIME HRM Seacretariat, Ms. Sharisse L. Jala at the SGOD Office on or before May 23, 2019.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

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Atty
JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

PROGRAM OF ACTIVITIES FOR PRIME HRM APPLICATION
March – May 2019

RECRUITMENT, SELECTION AND PLACEMENT

Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Success Indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?)
Action Step 1: Develop a Customized RSP policy with specific guidelines in the application of EEOP	Activity 1: Draft a Recruitment Selection Plan that incorporates provision on equal employment opportunity principles other than those stated in CSC MC 3, s. 2001	HRMPSB Focal: M. Navaja	End of March 2019 -Initial Draft by March 25, 2019 -Final draft by March 27, 2019 -Approved plan by March 28, 2019	<u>Customized RSP Policy</u> approved by agency head
	Activity 2: Provision of auxiliary aids (e.g. braille, hearing aids) and other services that are responsive to applicants with special needs are indicated in the Recruitment Selection Plan	HRMPSB Focal: M. Navaja	End of March 2019 (March 29, 2019) Note: incorporated in the RSP	Customized RSP Policy Availability of wheelchairs/ ramps/ hearing aids/ braille
	Activity 3: Customized Recruitment Selection Plan is approved by the agency head	HRMPSB Focal: M. Navaja	End of March 2019 (Signed approved RSP by March 29, 2019)	Customized RSP approved by the agency head
Action Step 2: Issue an Office Order relative to the reconstitution of the HRMPSB with additional functions	Activity 1: Draft an Office Order reconstituting the HRMPSB with additional functions of the said board (or Draft an Office Order enumerating the additional functions of the HRMPSB)	HRMPSB Focal: M. Navaja	2nd week of March 2019 -Draft of Office Order submitted to ASDS for review on March 18, 2019	
	Activity 2: Seek the agency head's approval of the Office Order	HRMPSB Focal: M. Navaja	3rd week of March 2019 -Approval and release of Officer Order by March 19, 2019	Approved Office Order reconstituting the HRMPSB
Action Step 3: Develop a tracking tool/ template on the turn-around time and cost of sourcing	Create a Tracking Tool/ Template on the ff: RSP turn-around time Cost of Sourcing	HRMPSB, ITO, Division Accountant, M&E specialists Focal: ITO	1st week of April 2019 -meeting for process flow March 26, 2019 -presentation of tracking tool /template March 29, 2019 -submission of tracking tool by April 3, 2019	<u>Accomplished Tracking Tool</u>
Action Step 4: Establish a computer-based system on RSP	Activity 1: Decide on the computer-based system to be used by the agency	HRMO, ITO, Division Accountant Focal: ITO	End of April 2019 -meeting on RSP process flow on March 26, 2019 -Presentation of the system for refinement April 8, 2019 -test run of operational system by April 20, 2019	MS Excel/ MS Access/ Automated Applications with uploaded data on RSP
	Activity 2: Upload data on RSP in the computer-based system, thus:	HRMPSB, RSP team Focal: ITO	End of April 2019 -Uploaded data on RSP by April 20, 2019	MS Excel/ MS Access/ Automated Applications with uploaded data on

	<ul style="list-style-type: none"> - RSP Process Flow - System Review Data (turn-around time, profile of applicants) - System implementation (PDF files of HRMPSB minutes of meetings & resolutions) 		<ul style="list-style-type: none"> - Trial test by April 25, 2019 - Submission of operational system by April 30, 2019 	the ff: <ul style="list-style-type: none"> - RSP Process Flow - System Review Data (turn-around time, profile of applicants) - System implementation (PDF files of HRMPSB minutes of meetings & resolutions)
Action Step 5: Develop a Staffing Plan with recommended Staffing Modifications		Focal: AO V and AO IV	March 29, 2019 – presentation of initial plan April 8 – deadline	<u>Staffing Plan</u> approved by agency head/ Sanggunian
Action Step 6: Come up with a Recruitment Plan based on anticipated vacancies, indicating the qualified next-in-rank and the pool of possible candidates	Activity 1: Include application of EEO principles in the Selection Plan	HRMPSB Focal: R. Vallente	March 29, 2019 – presentation of initial plan April 8 – deadline	<u>Annual Recruitment Plan</u> approved by agency head with the ff. data: -qualified next-in-rank - pool of candidates
	Activity 2: Craft a selection criteria based on updated Job Descriptions and approved/ prescribed QS	Focal: M. Navaja	March 29 – presentation of initial plan April 8 – deadline	Updated Job Descriptions of Employees Approved Selection Criteria in recruitment Documented use of the selection criteria
Action Step 7: Ensuring that the agency has other modes of posting the vacancies aside from those required under RA 7041		Focal: HRMPSB Secretariat	March 29, 2019 and 5 days after posting thereafter	Documented/ Proof of posting of vacancies in Job Portal, social media, etc.
Action Step 8: Conduct pre-employment test/ trade test and background investigation on applicants		Focal: M. Navaja		Sample pre-employment test/ trade test BI Report for shortlisted candidates
Action Step 9: Develop an orientation program for new employees of the agency		Focal: D. Aves	End of March 2019 -Orientation Program approved by March 29, 2019 -Accomplishment report/documentation submitted 5 days after conduct of activity	Orientation Program approved by agency head Documentation of Orientation Program

LEARNING AND DEVELOPMENT

Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Success Indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?)
Action Step 1: Develop a Customized L & D policy with specific guidelines in the application of EOP	Activity 1: Draft a Customized L & D Policy with guidelines in the application of EOP	L&D Team, PDC Focal: E. Rollan	3rd week of April 2019 -Draft submitted for review and refinement by March 29,2019	Customized and L&D drafted and submitted for approval
	Activity 2: Customized L & D Policy is approved by the agency head	SDS Focal: E. Rollan	Last week of April 2019 -Approved plan by April 5, 2019	<u>Customized L&D Policy with EOP approved by agency head</u>
Action Step 2: Issue an Office Order relative to the reconstitution of the HRDC with additional functions		SDS Focal: E. Rollan	2nd week of April 2019 Release of approved Office Order by March 29, 2019)	Approved Office Order reconstituting the HRDC indicating its additional functions HRDC Minutes of Meetings/ Resolutions
Action Step 3: Develop a tracking tool/ template on the percentage of employees provided with L & D interventions, budget utilization and participant's feedback on L& D intervention		Specialists in M&E (R. Dechosa and E. Rollan)	End of March 2019 (March 29, 2019)	Accomplished on-line Tracking Tool
Action Step 4: Establish a computer-based system on L & D	Upload data on L & D in the computer system, thus: L & D Process Flow System Review on L & D Efficiency HRDC Minutes of Meetings and Resolutions Learning Service Provider management system	ICTO, L&D Team Focal: J. Sijo	3rd week of April 2019 (April 15, 2019)	MS Excel/ MS Access/ Automated Applications with uploaded data on L&D, thus: L & D Process Flow System Review on L & D Efficiency HRDC Minutes of Meetings and Resolutions Learning Service Provider management system
Action Step 5: Develop an Annual L & D Plan	Step 1: Determine L & D needs of employees DONE – TEACHING, BY SCHOOL AND BY DIVISION	L&D team, PDC Focal: D. Aves (teachers) M. Navaja (Non-teaching)	2nd week of April 2019 (Summary of results with analysis and recommendations April 12, 2019)	Training/ L & D needs analysis
	Step 2: Based on the TNA, develop an L & D Plan	L&D team, PDC Focal: D. Aves	3rd week of April 2019	L&D Plan

<p>Action Step 6:</p> <p>Conduct evaluation of L & D interventions</p>	<p>Step 1:</p> <p>Develop an L & D evaluation tool</p>	<p>M&E Specialists, Division Assessment Coordinator Focal: E. Rollan</p>	<p>3rd week of April 2019 (April 15, 2019)</p>	<p>Level 2 L&D Evaluation Tool</p> <p>Sample Pre-test/ Post-test</p>
	<p>Step 2:</p> <p>Conduct evaluation on all L & D interventions from participants</p>	<p>L&D team, M&E Specialists, Program holders Focal: R. Dechosa</p>	<p>5-8 days from end of every activity</p>	<p>Accomplished L & D Evaluation by participants</p>
	<p>Step 3:</p> <p>Analyze the results of L & D evaluation and propose recommendations for improvement</p>	<p>L&D team, M&E Specialists, Program holders, DRC Focal: D. Aves, M. Navaja</p>	<p>End of March 2019 (March 29, 2019)</p>	<p>Analysis of the L&D Evaluation</p>
<p>Action Step 7:</p> <p>Preparation of Training design for all L & D interventions</p>	<p>Step 1:</p> <p>Develop a training design for every L & D intervention</p>	<p>Program holders. L&D Team, HRD, Admin, Focal: D. Aves</p>	<p>End of March 2019 (March 29, 2019)</p>	
	<p>Step 2:</p> <p>Prepare a detailed Training Activity Plan that shows different methodologies</p>	<p>Program holders. L&D Team, HRD, Admin, Division Accountant Focal: D. Aves</p>	<p>End of March 2019 (March 29, 2019)</p>	<p>Approved Training Design and</p> <p>Detailed Training Activity Plan</p>
<p>Action Step 8:</p> <p>Prepare customized learning materials and training aids</p>	<p>REFER TO PMIS</p>	<p>Program holders, LRMDS, Division Accountant, Focal: J. Valenzona</p>	<p>End of March 2019 (March 29, 2019)</p>	<p>Sample customized learning materials such as brochures, visual aids, etc.</p>
<p>Action Step 9:</p> <p>Develop guidelines for identifying, monitoring and evaluating Learning Service Providers</p>		<p>M&E specialists, L&D team Focal: R. Dechosa</p>	<p>2nd week of April 2019 (April 15, 2019)</p>	<p>Approved guidelines for identifying, monitoring and evaluating LSP</p> <p>Documented use of LSP guidelines</p> <p>Accomplished Evaluation tool for LSPs</p>

PERFORMANCE MANAGEMENT SYSTEM

Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Success Indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?)
Action Step 1: Develop a Customized Performance Management policy with specific guidelines in the application of EOP	Activity 1: Draft a Customized PM Policy with guidelines in the application of EOP PROJECT PRAISE	HR, Admin Focal: M. Navaja	End of April 2019 (April 10, 2019)	
	Activity 2: Seek approval of the PM policy by the agency head	Focal: M. Navaja	(April 15, 2019)	Customized PM Policy with EOP approved by agency head
Action Step 2: Issue an Office Order relative to the creation of the PMT with additional functions		SDS Focal: M. Navaja	(April 30, 2019)	Approved Office Order constituting the PMT indicating its additional functions
Action Step 3: Develop a tracking tool/ template on the summary of ratings supported by OPCR and IPCR and timeline/ schedule actual submission of PM forms and reports	DONE C/O SIR RAUL	Focal: E. Rollan	March 29, 2019	Accomplished Tracking Tool/ Summary of Ratings Timeline/ Schedule of Actual Submission of PM forms and reports
Action Step 4: Establish a computer-based system on PMS	Upload data on PMS in the computer system, thus: <ul style="list-style-type: none"> - PM Process Flow - MFOs and success indicators - PDF Files of minutes of meetings and resolutions - Individual Development Plan 	PMT, DICT Focal: J. Sijo	End of April 2019 (April 30, 2019)	MS Excel/ MS Access/ Automated Applications with uploaded data on PMS, thus: <ul style="list-style-type: none"> - PM Process Flow - MFOs and success indicators - PDF Files of minutes of meetings and resolutions - Individual Development Plan
Action Step 5: Documentation on the establishment and calibration of performance standards	Activity 1: Revisit the performance standards and ensure that the meeting/process is documented	PMT Secretariat: K. Murillo	3rd week of April 2019 (April 19, 2019)	
	Activity 2: Calibration and review of performance standards	PMT Secretariat: K. Murillo	3rd week of April 2019 (April 19, 2019)	Documentation on the establishment and calibration of performance standards Minutes of meeting of the PMT
	Activity 3: IPCR/ OPCR shows validation of employees' self-rating	PMT (Division and School levels)	Last week of April 2019 (April 30, 2019)	Sample accomplished OPCR/ IPCR Minutes of Meetings of PMT/ Resolution

Action Step 6: Develop customized coaching tools		Division Assessment Coordinator, M&E Focal: J. Potane	End of March 2019 (March 29, 2019)	Sample accomplished customized coaching tools
Action Step 7: Require employees to accomplish their Individual Development Plan	Activity 1: Conduct an orientation-workshop on Individual development plan conducted on all employees of the agency	HR SEPS, HRMO	End of April 2019 (April 15, 2019)	Documentation and Evaluation of Orientation-workshop
	Activity 2: Gather all the Individual Development Plans after the workshop	HR SEPS, HRMO	April 15, 2019	Sample accomplished IDP
	Activity 3: Come up with a plan as to the L & D interventions to be given to all employees	HR SEPS, HRMO	April 30, 2019	
	Activity 4: Monitor the implementation of the L & D interventions quarterly	L&D team, Program holders Focal: M&E	Quarterly	
	Activity 5: Evaluate the effectiveness/ impact of L& D intervention on employees and organization's performance	Research coordinator Focal: M. Gabule		

REWARDS AND RECOGNITION

Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Success Indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?)
Action Step 1: Develop a Customized R & R policy with specific guidelines in the application of EOP	Activity 1: Draft a Customized R&R Policy with guidelines in the application of EOP	PRAISE committee Focal: D. Aves, M. Navaja	End of April 2019 (Draft submitted by April 10, 2019)	
	Activity 2: Seek approval of the R&R policy by the agency head	Focal: D. Aves, M. Navaja	End of April 2019 (April 20, 2019)	Customized R&R with EOP approved by agency head
Action Step 2: Issue an Office Order relative to the reconstitution of the R&R (PRAISE) Committee with additional functions		SDS Focal: D. Aves, M. Navaja	End of March 2019 (March 29, 2019)	Approved Office Order constituting the R&R/ PRAISE Committee with additional functions

Action Step 3: Develop a tracking tool/ template on the Annual R&R budget utilization vis-à-vis R&R implemented programs		M&E, PRAISE, Division Accountant Focal: R. Dechosa, E. Rollan	End of April 2019 (April 30, 2019)	Accomplished Tracking Tool
Action Step 4: Establish a computer-based system on R&R	Upload data on R&R in the computer system, thus: <ul style="list-style-type: none"> - R&R Process Flow - MFOs and success indicators - PDF Files of minutes of meetings and resolutions of PMT - System Review Data on R&R 	DICT, ITO, Focal: J. Sijo	End of April 2019 (April 30, 2019)	MS Excel/ MS Access/ Automated Applications with uploaded data on R&R, thus: <ul style="list-style-type: none"> - R&R Process Flow - MFOs and success indicators - PDF Files of minutes of meetings and resolutions of PMT - System Review Data on R&R
Action Step 5: Develop a plan for the R & R programs for the year	Activity 1: Come up with a list of the R & R programs based on the R & R policy, which should include R&R programs for outstanding performance and loyalty	PRAISE, Division Accountant Focal: D. Aves, M. Navaja	End of April 2019 Draft to be submitted for review/ eval by April 15, 2019	List of R&R programs including R&R programs for outstanding performance and loyalty
	Activity 2: Provide a budget for all the R&R programs	Division Accountant and Budget Officer Focal: R. Vallente	End of April 2019	List of R&R programs with corresponding budget
	Activity 3: Develop R&R selection criteria that includes EEOP application	PRAISE Focal: D. Aves, M. Navaja	End of April 2019 Draft submitted by April 15, 2019	Approved R&R selection criteria that includes EEOP application
	Activity 4: Orientation Program on the R & R policies of the Office	PRAISE Focal: D. Aves, M. Navaja	2nd week of May 2019	Documentation on the Orientation Program
	Activity 5: Use the screening criteria in the selection of employees deserving of R&R	Focal: D. Aves, M. Navaja	End of October 2019	R&R/ PRAISE Committee minutes of meetings and results of deliberations
	Activity 6: Provide on-the-spot incentives/ rewards	Focal: D. Aves, M. Navaja	1st week of April 2019, quarterly	List of recipients of on-the-spot incentives/ rewards

Approved:

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent