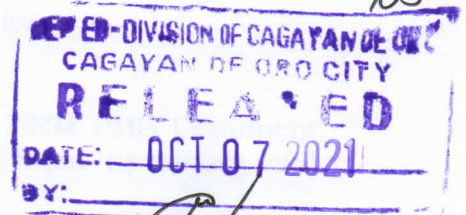




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**



October 07, 2021

**PRIME HRM DOCUMENTATION PROCESS**

MEMORANDUM TO:


Assistant Schools Division Superintendent  
Division Chiefs and Unit Heads  
Concerned Division Office personnel  
All Public Elementary and Secondary School Heads  
All Others Concerned

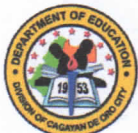
1. The Schools Division of Cagayan de Oro City aims to further improve its human resource management systems and practices through the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM) accreditation.
2. As the office prepares the documentary requirements for the said accreditation, all concerned division personnel and school heads are requested to provide this office the following information, data and documents:
  - a. Summary of performance rating (**PR**) for SY 2020-2021 of school-based personnel. Download the form from this link [bit.ly/sortemp](http://bit.ly/sortemp).
  - b. PDF copies of Accomplished Individual Development Plan (**IDP**) which is found in Part IV of the OPCR/IPCRR for CY 2020 for DO personnel and SY 2020-2021 for school heads.
  - c. Accomplished PMCF and/or customized coaching forms (**CF**).
  - d. Summary Report on Learning and Development (**L&D**) activities conducted including number of participants and budget utilization. Link to download format: [bit.ly/ldsumtemp](http://bit.ly/ldsumtemp)



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**Telephone:** (08822)-8550048  
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3. To name and save files, use the following keywords/codes: <Type of document> <department/unit/school> <family name> example:  
*IDP\_SGOD\_Rollan, CF\_Central\_Merida, PR\_WCCS\_Pagulon,  
LD\_GRSHS\_Baylon.*
4. Finally, ALL documents shall be uploaded in PRIME HRM PMS Document Repository: [bit.ly/phpmsdocrep](http://bit.ly/phpmsdocrep) . Use Deped email when uploading and make sure to upload in the appropriate folders.
5. Immediate dissemination and compliance to this Memorandum is desired.

  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent



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