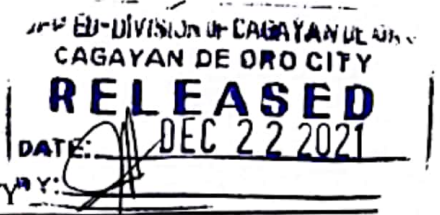




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

December 22, 2021

Memorandum
No. 157 s. 2021

**RECONSTITUTION OF PRIME-HRM WORKING COMMITTEES AND
SUBMISSION OF EVIDENCE REQUIREMENTS**

To: Division Chief Education Program Supervisors
PRIME-HRM Working Committees
PRIME-HRM Oversight Committee
All concerned

1. Anchored on CSC MC No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this Office hereby issues the composition and functions of the PRIME-HRM Working Committees:

Over-all Chair: Cherry Mae L. Limbaco-Reyes
Schools Division Superintendent

Vice-Chair: Alicia E. Anghay
Asst. Schools Division Superintendent

Members: Arnel A. Calubag
Romiel S. Vallente
James Roberto Z. Sijo

Sub-Committees:

Recruitment, Selection and Placement:

Over-all Chair: Marilou F. Navaja
Vice-Chair: Kristian B. Murillo
Members: Efren B. Facun
Beatriz G. Alilin
Process Owners
HRPSB & DSC Members and Secretariat

Learning and Development:

Chair: Derrold Marl S. Aves
Vice-Chair: Michael Dave B. Tan
Members: District Supervisors
Program Holders
Personnel Development Committee Members and Secretariat



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
Performance Management System:

Chair: Eleanor Consejo H. Rollan
Vice-Chair: Rodolfo R. Bayeta, Jr.
Member: Roxanne H. Fuentes
Performance Management Team (PMT) Members and Secretariat

Rewards and Recognition:

Chair: Joel D. Potane
Vice-Chair: Mark John T. Gabule
Members: PRAISE Committee Members and Secretariat

2. Sub-committees shall prepare an Action Plan based on the comments of CSC Field Office. Refer to Enclosure No. 1 for the prescribed format.
3. Further, sub-committees shall submit a process review which shall include the following:
 - a. Overview (Persons Involved with Responsibilities and Functions, Legal Basis etc.)
 - b. Current Process Flow and Timelines
 - c. Identified Problems/Gaps
 - d. Proposed Intervention
 - e. Implementation Plan for Proposed Intervention
 - f. Plan for Continuous Process Improvement (Monitoring & Evaluation Procedure, Feedback Mechanism, etc.)
4. Each committee shall present the Process Review and Action Plans on January 7, 2022, 9am – 11:30am at the 2nd Floor, Coop Building (Division Canteen) to the Over-all and Oversight Committees.
5. Hard copies of the evidence requirements shall be forwarded to the PRIME-HRM Coordinators. Soft copies shall be uploaded to bit.ly/CDOPRIME on or before January 31, 2022.
6. For guidance, information, and compliance.


ALICIA E. ANGHAY

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Reference: CSC MC No. 24, s. 2016 and Division Office Order No. 1, s. 2021

To be indicated in the Perpetual Index under the following subjects:
PRIME-HRM ACCREDITATION

pvc/PRIME-HRM... _____/ December 22, 2021/jgv



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Enclosure 1:



Republic of the Philippines
Department of Education
REGION X
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PRIME-HRM ACTION PLAN

(Pillar)

Activity	Person In-Charge	Timeline	Resources Needed	Output/ Success Indicator

Prepared by:



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