



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



Office of the Schools Division Superintendent

11 June 2024

DIVISION MEMORANDUM
No. 423 s.2024

RECONSTITUTION OF PRIME-HRM WORKING AND OVERSIGHT COMMITTEES

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CTD and SGOD Personnel
All Others Concerned

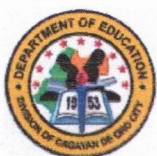
1. Pursuant to Civil CSC Memorandum Circular No. 24 s. 2016, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators, the PRIME-HRM Working and Oversight Committees shall be reconstituted.
2. The PRIME-HRM Working and Oversight Committees shall be working together in the institutionalization of PRIME-HRM in the Division Office, develop mechanisms to enhance the four pillars namely, Recruitment, Selection and Placement, Performance Management, Learning and Development and Rewards and Recognition and the modernization of transactional processes to sustain its implementation.
3. Refer to Enclosure No. 1 for the members of the committee and their duties and functions.
4. For guidance and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: CSC MC No. 24 s. 2016
To be indicated in the Perpetual Index
under the following subjects:

PRIME-HRM

RBSMB / DM – reconstitution of prime-hrm committee
June 11, 2024



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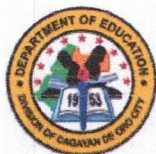
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Enclosure No. 1

DESIGNATION	NAME	FUNCTIONS
Over-all Chairperson	Roy Angelo E. Gazo	Approves/disapproves all policies/processes and leads the entire team in institutionalizing PRIME-HRM in the entire Division
Over-all Co-Chairperson	Audie S. Borres	Assists the chair and recommends policies/processes relevant to PRIME-HRM; monitors progress and compliance thereof
Over-all Oversight Members	Rosalio R. Vitorillo	Directly involved in the planning, evaluation and implementation of PRIME-HRM; manages the interphase of offices leading to the institutionalization of PRIME-HRM in the Division Office; initiate and develop policies and project related to PRIME-HRM; oversees the outputs to ensure complete submission of all evidence requirements for each pillar; monitor compliance of programs, policies and transactional PRIME-HRM processes
	Jean S. Macasero	
	Risa Bea Socorro M. Borres	

WORKING COMMITTEE PER HR SYSTEM

Recruitment, Selection and Placement		
Chairperson	Marilou F. Navaja	Lead accountable in the organization, submission and record keeping of all documentary evidences of RSP; immediate reporting to the oversight committee on any improvement or deficiencies on RSP assessment; and ensure compliance thereof
Co-Chairperson	Efren B. Facun	Assist the chair in all activities related to RSP and timely updating of the status of all processes and documents; monitor sustainability of identified processes
Members	Joanne Ruth S. Madela	Preparation and timely submission of accurate evidence requirements (soft and hard copies); work collaboratively with team members to ensure compliance; modernized/digitize applicable HRM transactions to streamline with PRIME-HRM purpose and goals and sustain its implementation in the Division office
	Christy Amor A. Amoguis	
	HRMPSB	
	Nida D. Mandawe	



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Performance Management		
Chairperson	Eleanor Consejo H. Rollan	Lead accountable in the organization, submission and record keeping of all documentary evidences of PM; immediate reporting to the oversight committee on any improvement or deficiencies on PM assessment; facilitate, programs and projects relevant to PM; manage and ensure compliance thereof
Co-Chairperson	Amor A. Radaza	Assist the chair in all activities related to PM and timely updating of the status of all processes and documents; monitor sustainability of identified processes
Members	Leah S. Neneria	Preparation and timely submission of accurate evidence requirements (soft and hard copies); work collaboratively with team members to ensure compliance; modernized/digitize PM mechanisms to streamline with PRIME-HRM purpose and goals and sustain its implementation in the Division office
	PMT	
	Jessie Ivan C. Gaspar	
Learning and Development		
Chairperson	Derrold Marl S. Aves	Lead accountable in the organization, submission and record keeping of all documentary evidences of L&D; immediate reporting to the oversight committee on any improvement or deficiencies on L&D assessment; facilitate, programs and projects relevant to L&D; manage and ensure compliance thereof
Co-Chairperson	Loredelle L. Tacandong	Assist the chair in all activities related to L&D; timely updating of the status of all processes and documents; monitor sustainability of identified processes
Members	Education Program Supervisors	Preparation and timely submission of accurate evidence requirements (soft and hard copies); work collaboratively with team members to ensure compliance; modernized/digitize applicable L&D mechanisms to streamline with PRIME-HRM purpose and goals and sustain its implementation in the Division office
	Public Schools District Supervisor	
	Christian P. Daohog	



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Rewards and Recognition		
Chairperson	Romeo B. Aclo	Lead accountable in the organization, submission and record keeping of all documentary evidences of R&R; immediate reporting to the oversight committee on any improvement or deficiencies on R&R assessment; develop and facilitate, programs and projects relevant to R&R; manage and ensure compliance thereof
Co-Chairperson	Roy H. Lumban	Assist the chair in all activities related to R&R and timely updating of the status of all processes and documents; monitor sustainability of identified processes
Members	PRAISE Committee	Preparation and timely submission of accurate evidence requirements (soft and hard copies); work collaboratively with team members to ensure compliance; orient the field on R&R policies; modernized/digitize applicable R&R mechanisms to streamline with PRIME-HRM purpose and goals and sustain its implementation in the Division office;
	James Roberto C. Sijo	
	Mark D. Olango	

ROY ANGELO E. GAZO
Schools Division Superintendent



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