



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 JAN 2021

DIVISION MEMORANDUM

No. 017 s. 2021

**CORRIGENDUM TO DM 338, s. 2020 Re: CHASING TRANSFORMATION THROUGH
PRIME-HRM (PHASE 2)**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The above-subject shall be conducted on January **21-22, 2021**.
2. There will be 2 sets of attendees. Participants on the 1st day are select United Public School Educators (UPSECT) officers, the faculty president of each elementary and secondary school in SDO Tayabas, and select SDO Personnel while on the 2nd day, the participants are the chairperson and members of each Human Resource System Committee, other select SDO Personnel, and select teaching and non-teaching personnel representing their respective professional organizations.
3. Attached are the Enclosure 1 – List of Participants for Day 1, day 2 and DM no. 338, s. 2020.
4. All other provisions in the said Memorandum shall remain in effect.
5. Wide dissemination and strict compliance of this Memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Enc. As stated.



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



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Enclosure 1

List of Participants
Chasing Transformation Through PrIME-HRM (Phase 2)
Day 1 – January 21, 2021

No.	Name	Designation/School	Sex
1	Conrado C. Gabarda	AO V	M
2	Josefina R. Oabel	HRMO	F
3	Edwin R. Rodriguez	CES	M
4	Kendrick C. Cabrera	ITO	M
5	Luzviminda E. Saldaña	EPs II	F
6	Jojo J. Oabel	UPSECT President	M
7	Michael P. Bañez	UPSECT Vice-President	M
8	Clarine R. De Guzman	Alsam ES	F
9	Romnick E. Laguardilla	Eugenio Francia ES	M
10	Monina Grace M. Villa	Buenaventura Alandy NHS	F
11	Patrick Bacera	Busal ES	M
12	Angelita G. Velasco	Dapdap Integrated School	F
13	Imelda M. Zarsadias	Domoit ES	F
14	Noela Alita V. Cabuyao	East Palale ES (Silangan Palale ES)	F
15	Liza V. De Luna	Froilan E. Lopez ES	F
16	Leuvin D. Naynes	Gibanga ES	M
17	Maricel J. Magtibay	Ilasan ES	F
18	Maida T. Yanela	Ipilan-Alitao ES	F
19	Rhea Marano	Kalumpang Elementary School	F
20	Honey Leyden R. Pilar	Katigan-Alupay ES	F
21	Jasmin D. Moises	Lakawan ES	F
22	Mark Kevin P. Ranillo	Lalo ES	M
23	Anicee S. Rodillo	Lawigue ES	F
24	Democrito C. Cabile Jr.	Luis Palad Integrated High School	M
25	Jundee C. Rivadinera	Malao-A / Calantas ES	M
26	Haeizel C. Jasmin	Masin Elementary School	F
27	Dianne Charish A. Cabuyao	Mate ES	F
28	Rowena C. Oabel	North Palale Elementary School	F
29	Shiela May Balamban	Pandakake ES	F
30	Macleo V. Parro	Potol ES	M
31	Mildred P. Año	Rosario Quesada Mem. NHS	F
32	Marilou L. Credo	South Palale ES	F
33	Donna Fe S. Hugo	TECS	F
34	Fitz James J. Lavadia po	Tayabas West CS I	M
35	Luisa J. Francia	Tayabas West CS II	F
36	Arcedel Pagana	Tayabas West CS III	M
37	William V. Rondilla	Tayabas West CS IV	M

38	Karmela A. Veluz	Valencia ES	F
39	Rebecca P. Villarama	Wakas ES	F
40	Manolito C. Plasuelo	West Palale ES	M
41	Roderick M. Baasis	West Palale National High School	M

SDO PERSONNEL
Day 2 – January 22, 2021

No.	NAME	SEX
1	Conrado C. Gabarda	M
2	Edwin R. Rodriguez	M
3	Marife R. Lagar	F
4	Imelda C. Raymundo	F
5	Kendrick C. Cabriga	M
6	Sancho C. Calatrava	M
7	Josefina R. Oabel	F
8	Fideliza V. Lucas	F
9	Benjamin Millares	M
10	Luzviminda E. Saldares	F
11	Christian Bables	M
12	Maria Corazon A. Borbon	F
13	Mildred Galleno	F
14	Ferex O. Zafranco	F
15	Grasiela L. Hernandez	F
16	Kathleen J. Dazo	F
17	Jennelyn M. Mirandilla	F
18	Richelle F. Quintero	F
19	Joan Kathleen T. Brizuela	F
20	Agnes M. Luzadas	F
21	Generosa Zubieta	F
22	Joseph Jay U. Aureada	M
23	Louie Fulleo	M
24	Jerome Chavez	M
25	Natalio Panganiban	M
26	Juanito Domirez	M
27	Georgia P. Talabong	F
28	Edna Eclavea	F
29	Sherwin Quesea	M
30	Jeanette Buera	F
31	Elizabeth Pastrana	F
32	Nicole May R. Lagar	F
33	Diana Tan	F
34	Connie Sia	F
35	Gener Delos Reyes	M
36	Joy B. Go	F
37	Ingrid Palad	F
38	Jojo J. Oabel	M
39	Michael Bañez	M
40	Jerome Javin	M
41	Jayron Baer	M



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Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 DEC 2020

DIVISION MEMORANDUM

No. 338 s. 2020**CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In reference to Civil Service Commission (CSC) Resolution No. 1200241 dated February 2012 which states that the CSC as the central personnel agency of the government is mandated by the constitution to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the service, the SDO Tayabas commits to the same mandate.

2. It shall strengthen the merit and rewards system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability, all covered in PRogram to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

3. In line with this, a two-day training-workshop shall be conducted on **December 17-18, 2020**, on a face-to-face and virtual meeting. Specifically, it aims to:

- a. orient teaching and non-teaching personnel on the guidelines and requirements for promotion and for Equivalent Record Form (ERF);
- b. make an assessment on the existing evidence requirements of the 4 Core HR System; and
- c. plan for the next action to take relative to PRIME-HRM

4. Day 1 shall be participated by the PRIME-HRM Core Group Members and select K to 12 teachers and non-teaching personnel, to be identified by the officers of the teaching and non-teaching organizations and associations and by the School Heads of all elementary and secondary schools while Day 2 shall be attended by the Core Group Members of the PRIME-HRM.

5. Participants on face-to-face meeting are advised to come to the SDO Main Building before 8:00 A.M and to observe minimum health standards issued by DepEd, consistent with the guidelines of the Department of Health, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases and the Office of the President, while participants to join virtually are advised to log-in before 8:00. Link will be provided a day before the conduct.

6. Attached are the Program Matrix, the List of Participants (Core Group), and the Technical Working Committee (TWC), with their respective Terms of Reference.



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7. Wide dissemination and strict compliance of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Enc. As stated.



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Enclosure 1

Program Matrix

CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)

December 17-18, 2020

Day 1 (Dec. 17)	Day 2 (Dec. 18)
Attendance/Roll Call	
8:00 – 8:30 Opening Program	8:00 – 8:15 Management of Learning
8:30 – 9:30 Civil Service Commission (CSC) of the Philippines Division Human Resource Management OIC-ASDS Maylani L. Galicia	8:15 -9:00 Presentation of the List of Evidence Requirements for the 4 Core HR System AO V Conrado C. Gabarda
9:30 – 10:30 Legal Bases, CSC Rules, CSC Memoranda, and CSC Circular relevant to appointment AO V Conrado C. Gabarda	9:00 – 9:30 Presentation of the actual practice (Recruitment, Selection, and Placement) AO V Conrado C. Gabarda
10:30 – 10:45 HEALTHY BREAK	9:30 – 10:00 Presentation of the actual practice (Learning and Development) SGOD Chief Edwin R. Rodriguez ** with Working Break
10:45 – 12:00 Basic requirements, criteria and indicators for evaluation for the different positions HRMO Josefina R. Oabel	10:00 – 10:30 Presentation of the actual practice (Performance Management) PO Marife O. Lagar
12:00 – 1:00 LUNCH BREAK	10:30 – 11:00 Presentation of the actual practice (Rewards and Recognition) CID Chief Imelda C. Raymundo
1:00-2:00 Basic requirements, criteria and indicators for evaluation for the different positions HRMO Josefina R. Oabel	11:00 – 11:30 Presentation of where the SDO is in terms of Information and Communications Technology ITO Kedrick C. Cabrera
2:00-3:30 Guidelines and requirements of Equivalents Record Form (ERF) HRMO Josefina R. Oabel	11:30 – 12:00 Presentation of Strategic Direction of the Audit Team in terms of PRIME-HRM EPS Sancho C. Calatrava
3:30 – 4:30	1:00 – 4: 00



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Open Forum for Clarification	Workshop on the preparation of evidence requirements for the 4 Core HR System
Moderator: Jojo J. Oabel	Facilitator: Luzviminda E. Saldares

Enclosure 2

List of Participants

CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)

December 17-18, 2020

No.	NAME	SEX
1	ANIANO M. OGAYON, CESO V	M
2	MAYLANI L. GALICIA	F
3	CONRADO C. GABARDA	M
4	EDWIN R. RODRIGUEZ	M
5	MARIFE O. LAGAR	F
6	IMELDA C. RAYMUNDO	F
7	KENDRICK C. CABRIGA	M
8	SANCHO C. CALATRAVA	M
9	JOSEFINA R. OABEL	F
10	FIDELIZA V. LUCES	F
11	BENJAMIN MILLARES	M
12	LUZVIMINDA E. SALDARES	F
13	CHRISTIAN BABLES	M
14	MARIA CORAZON A. BORBON	F
15	GENER C. DELOS REYES	M
16	JOY BUBAN-GO	F
17	INGRID PALAD	F
18	JOJO J. OABEL	M
19	RHEA MARANO	F
20	JOHN BENEDICT M. AGUERRA	M
21	MILDRED GALLEN	F
22	FEREX O. ZAFRANCO	F
23	GRASIELA L. HERNANDEZ	F
24	KATHLEEN J. DAZO	F
25	JENNELYN M. MIRANDILLA	F
26	RICHELLE F. QUINTERO	F
27	JOAN KATHLEEN T. BRIZUELA	F
28	AGNES M. LUZADAS	F
29	DIANA TAN	F
30	GENEROSA ZUBIETA	F
31	JOSEPH JAY U. AUREADA	M
32	LOUIE FULLEDO	M
33	JEROME CHAVEZ	M



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34	NATALIO PANGANIBAN	M
35	JUANITO DOMIREZ	M
36	GEORGIA P. TALABONG	F
37	EDNA ECLAVEA	F
38	SHERWIN QUESEA	M
39	JEANETTE BUERA	F
40	ELIZABETH PASTRANA	F
41	KEVIN RAMIRO	M

Note: Teaching and Non-Teaching Personnel from the elementary and secondary schools shall be identified by the officers of personnel associations and by the school heads, who are to join virtually.

Enclosure 3

**CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)
December 17-18, 2020**

TECHNICAL WORKING COMMITTEE/ TERMS OF REFERENCE

Over-all Chairperson: Aniano M. Ogayon, CESO V
Co- chairpersons: Maylani L. Galicia
Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
L&D Management	Fideliza V. Lucas, Luzviminda E. Saldares	<ul style="list-style-type: none"> Plan the conduct of the program Prepare Training Design and Training Package Coordinate with Top Management regarding the activity Manage the conduct of L&D. Gather data and information and analyze come up with recommendations for endorsement to SGOD Chief. Monitor and evaluate the conduct of L&D and analyze data gathered from QATAME Prepare and submit complete report (narrative report) to SGOD Chief
Planning	Marife R. Lagar	<ul style="list-style-type: none"> Plot the schedule of the activity.
Resource Speakers/Facilitators	Day 1 Speakers ASDS Maylani L. Galicia AO V Conrado C. Gabarda HRMO Josefina R. Oabel Day 2 Presenters AO Conrado C. Gabarda	<ul style="list-style-type: none"> Lead the discussion of topics Facilitate workshop



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	SGOD Chief Edwin R. Rodriguez PO Marife Lagar CID Chief Imelda C. Raymundo ITO Kendrick Cabriga EPS Sancho Calatrava	
Logistics/Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares logistics and other resources needed in the implementation of the learning and Development • Prepares the Certificate
Technical	Jayron Baer	<ul style="list-style-type: none"> • Prepares/ collects and take charge in playing audio-visual presentations and material to be used during the activity. • Manages unexpected system glitches
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Prepares evaluation tool and conducts QATAME and gathers feedback
Moderator	Day 1 – Jojo J. Oabel Day 2 – Luzviminda E. Saldares	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Hosts the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> • Present Agenda outline • Discuss relevant session protocol. • Moderate Q&A sessions • Close out training-workshop
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> • Ensure the availability of fund • Allocate fund when appropriate • Provide oversight fiscal management and guidance in the conduct of the workshop
Support Staff	Kevin Ramiro	<ul style="list-style-type: none"> • Assists in-charge of logistics in the provision of food, supplies, etc. • Ensures that the training venue is safe and that participants strictly adhere to minimum health standards

