



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

12 OCT 2020

## DIVISION MEMORANDUM

No. 261 s. 2020

**CHASING TRANSFORMATION THROUGH PRIME-HRM (Program to  
 Institutionalize Meritocracy and Excellence in Human Resource Management)**

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

1. The Civil Service Commission's **Strategic Performance Management System (SPMS)**, a mechanism that links employee performance with organizational performance, complemented by DepEd Order No. 2, s. 2015 **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)** in the Department of Education, are explicitly adhered to by DepEd Tayabas. is scheduled to conduct a training-workshop on PRIME-HRM, on **October 14-16, 2020** at the Main Building of the SDO Office.
2. Relative to the above mechanisms, select SDO Personnel are hereby advised to attend a training-workshop on PRIME-HRM, on October 14-16, 2020, at the Main Building of the SDO Office, that specifically aims to:
  - a. orient them on the rationale and content of PRIME-HRM;
  - b. help them do the initial self-assessment of the organization as per PRIME-HRM Mechanism; and
  - c. lead them in crafting implementation/action plan to get PRIMEd.
3. Participants are advised to come to the venue before 8:00 AM, and to bring pertinent documents that shall serve as evidences during the assessment of Human Resource (HR) systems and practices and Human Resource Management Officers (HRMO) competencies. Likewise, it is recommended that safety and health protocols be observed, as per COVID-19 Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases Resolutions.
4. Attached are the Program Matrix, the List of Participants, and the Technical Working Committee (TWC), with their respective Terms of Reference.
5. Wide dissemination and strict compliance of this memorandum is desired.

**ANIANO M. OCAYON, CESO V**  
 Schools Division Superintendent

Encl.:  
 As stated.



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Enclosure 1

**Program Matrix**

**CHASING TRANSFORMATION THROUGH PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management)**

**October 14, 2020**

TIME	ACTIVITY	Person In-Charge
8:00 - 8:20	Prayer	AVP
Preliminary (Opening Ceremony)	Inspirational Message	ANIANO M. OGAYON SDS
8:20 - 8:40 (Session Proper)	Rationale, Objectives, Scope and Coverage	ASDS Maylani L. Galicia
8:40 - 9:00	PRIME-HRM Components	AO Conrad C. Gabarda
9:00 - 9:20	Maturity Level Indicators	AO Conrad Gabarda
9:20 - 9:40	Competency Levels of Human Resource Staff	Josefina Oabel
9:40 - 10:00	Recruitment, Selection, and Placement	Josefina Oabel
10:00-10:30	HEALTHY BREAK	Fideliza v. Lucas
10:30-10:50	Performance Management	Marife R. Lagar
10:50-11:10	Learning and Development	Fideliza V. Lucas
11:10-11:30	Rewards and Recognition	Luzviminda E. Saldares
11:30-12:00	Pillars and Elements of the 4 Core HRM Systems	Luzviminda E. Saldares
12:00 - 1:00	LUNCH BREAK	
1:00 - 1:30	Practices Lenses for the Pillars and Elements	SGOD Chief Dr. Edwin R. Rodriguez
1:30 - 2:00	Competencies Lenses for the Pillars and Elements	CID Chief Imelda C. Raymundo
2:00-2:45	The PRIME-HRM Assessment Tools	Maria Corazon A. Borbon



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<b>2:45-3:05</b>	Transition from PMAAP/CSCAAP to PRIME-HRM	SGOD Chief Dr. Edwin R. Rodriguez
<b>3:05-3:30</b>	HEALTHY BREAK	Luzviminda E. Saldares
<b>3:30-3:50</b>	Composition of Certifying Board	CID Chief Imelda C. Raymundo
<b>3:50-4:10</b>	ASSISTance Phase/Provision of Technical Assistance from CSC	AO Conrad Gabarda
<b>4:10-4:30</b>	A. AWARD Phase (Center of HR Excellence/Seal of HR Excellence	AO Conrad Gabarda

**October 15, 2020**

<b>TIME</b>	<b>ACTIVITY</b>	<b>Person In-Charge</b>
<b>8:00 - 8:20</b>  <b>Preliminary</b>	<b>Prayer</b> <b>MOL</b>	<b>AVP</b> Luzviminda E. Saldares
<b>8:20 - 8:30</b> <b>(Session Proper)</b>	Direction for the Day's activities	Luzviminda E. Saldares
<b>8:30 - 9:00</b>	Presentation/Review of 2016 HR Assessment	AO Conrad C. Gabarda
<b>9:00 - 10:00</b>  <b>***Working Break</b>	Assessment of the 4 Core HR Systems using CSC tools  (Identification of processes and documents that are practiced and in place, respectively)	Luzviminda E. Saldares
<b>10:00 - 12:00</b>	Assessment of the 4 Core HR Systems using CSC tools  (Self-rating proper)	Maria Corazon A. Borbon
<b>12:00 - 1:00</b>	<b>LUNCH BREAK</b>	
<b>1:00 - 2:00</b>	Assessment of Competencies of HR Officers  (Analysis of competencies of HRMO staff needed for each indicator)	CID Chief Imelda C. Raymundo
<b>2:00 - 3:00</b>	Assessment of Competencies of HR Officers	SGOD Chief Dr. Edwin R. Rodriguez



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	(Self-rating proper)	
<b>3:00-3:30</b>	HEALTHY BREAK	
<b>3:30-4:30</b>	Start of Crafting of Implementation/Action Plan to address gaps	Luzviminda E. Saldares

**October 16, 2020**

<b>TIME</b>	<b>ACTIVITY</b>	<b>Person In-Charge</b>
<b>8:00 - 8:20</b> <b>Preliminary</b>	<b>Prayer</b> <b>MOL</b>	<b>AVP</b> Fideliza V. Lucas
<b>8:20 - 8:30</b> <b>(Session Proper)</b>	Direction for the Day's activities	Luzviminda E. Saldares
<b>8:30 - 9:00</b>	Presentation of Self-Rating (Assessment of the 4 Core HR Systems using CSC tools)	Josefina Oabel
<b>9:00 - 9:30</b>	Presentation of Self-Rating (Assessment of Competencies of HR Officers)	Josefina Oabel
<b>9:30 - 10:00</b>	HEALTHY BREAK	
<b>10:00 - 12:00</b>	Continuation of Crafting of Implementation/Action Plan	Luzviminda E. Saldares
<b>12:00 - 1:00</b>	<b>LUNCH BREAK</b>	
<b>1:00 - 4:00</b> <b>*** Working Break</b>	Improvement of processes	AO Conrad C. Gabarda
<b>4:00 - 4:30</b>	<b>Closing Ceremony</b> <b>CHALLENGE</b>	Fideliza V. Lucas ASDS Maylani L. Galicia



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Enclosure 2

**List of Participants**

*CHASING TRANSFORMATION THROUGH PRIME-HRM (Program to Institutionalize  
Meritocracy and Excellence in Human Resource Management*

**October 14-16, 2020**

NO.	NAME	POSITION / DESIGNATION	SEX
1.	Aniano M. Ogayon	Schools Division Superintendent	M
2.	Maylani L. Galicia	OIC- Assistant Schools Division Superintendent	F
3.	Edwin R. Rodriguez	SGOD Chief	M
4.	Imelda C. Raymundo	CID Chief	F
5.	Luzviminda E. Saldares	Education Program Specialist II	F
6.	Fideliza V. Lucas	Senior Education Program Specialist	F
7.	Maria Corazon A. Borbon	Senior Education Program Specialist	F
8.	Marife R. Lagar	Planning Officer III	F
9.	Conrado C. Gabarda	Administrative Officer V	M
10.	Benjamin A. Millares	Admin. Officer V/Budget Officer III	M
11.	Agnes M. Luzadas	Accountant III	M
12.	Josefina R. Oabel	Administrative Officer IV/ HRMO II	F
13.	Ferex O. Zafranco	Administrative Officer II	F
14.	Grasiela L. Hernandez	Administrative Assistant III	F
15.	Kathleen J. Dazo	Administrative Assistant III	F
16.	Jennelyn M. Mirandilla	Administrative Assistant III	F
17.	Ronnie M. Rosales	Administrative Assistant II	M
18.	Kevin P. Ramiro	ADA II – LGU Funded	M
19.	Jerome Javin	ADA III- LGU Funded	M
20.	Jayron Baer	ADA II- LGU Funded	M



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Enclosure 3

**Technical Working Committee (TWC)*****CHASING TRANSFORMATION THROUGH PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management)*****October 14-16, 2020****Over all Chairperson:**

SDS Aniano M. Ogayon, CESO V

**Co- chairpersons:**

ASDS Maylani L. Galicia

SGOD Chief Dr. Edwin R. Rodriguez

<b>Committee</b>	<b>Person/s In-charge</b>	<b>Terms of Reference</b>
L&D Management	Fideliza V. Lucas, Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>• Plan on the conduct of the program</li> <li>• Prepare Training Design and Training Package</li> <li>• Coordinate with Top Management regarding the activity</li> <li>• Manages the conduct of L&amp;D.</li> <li>• Gathers data and information and analyze come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors and evaluates the conduct of L&amp;D and analyze data gathered from QATAME</li> <li>• Prepare and submit complete report (narrative report) to SGOD Chief</li> </ul>
Planning	Marife R. Lagar	<ul style="list-style-type: none"> <li>• Plot the schedule of the activity.</li> </ul>
Resource Speakers/Facilitators	Maylani L. Galicia, Conrado C. Gabarda,	<ul style="list-style-type: none"> <li>• Lead the discussion of topics</li> <li>• Facilitate workshop</li> </ul>



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	Josefina R. Oabel, Marife R. Lagar, Fideliza V. Lucas, Luzviminda E. Saldares, Edwin R. Rodriguez, Imelda C. Raymundo, Maria Corazon A. Borbon,	
Logistics/Certificate	Jerome Javin	<ul style="list-style-type: none"> <li>• Prepares logistics and other resources needed in the implementation of the learning and Development</li> <li>• Prepare the Certificate</li> </ul>
Technical	Jayron Baer	<ul style="list-style-type: none"> <li>• Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity.</li> <li>• Manage unexpected system glitches</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>• Prepare evaluation tool and conduct QATAME and gather feedback</li> </ul>
Moderator	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>• Present Agenda outline</li> <li>• Discuss relevant session protocol.</li> <li>• Moderate Q&amp;A sessions</li> <li>• Close out conference</li> </ul> </li> </ul>
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> <li>• Ensure the availability of fund</li> <li>• Allocate fund when appropriate</li> <li>• Provide oversight fiscal management and guidance in the conduct of the workshop</li> </ul>



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Support Staff	Kevin Ramiro	<ul style="list-style-type: none"><li>• Assist the in charge of logistics in the provision of food, supplies, etc.</li><li>• Ensure that the training venue in safe and strictly adhere to minimum health standards</li></ul>
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